

# **TOWN COUNCIL AGENDA**

**The agenda items listed below may be viewed at Town Hall during normal business hours:**

- 3) Minutes**
- 4) Check Register**
- 5) Financial Reports**
  - \* Revenue Report**
  - \* Expenditure Report**

**All other items are listed below.**

## Town Council Agenda Form

### Agenda Placement: **Public Hearing**

(Public Hearings, Special Presentations, Requests & Communications, Consent, Unfinished, New Business, Closed Session)

### **Other Action to be Taken: N/A**

(N/A; For Information Only; Forward to Planning Commission; Refer to Staff; or Defer Action)

**Subject Title: Vacation of Alley between 4<sup>th</sup> and 5<sup>th</sup> Streets**

**Presenter(s):** Town Manager

**Meeting Date:** December 13, 2011



**Packet:** Tab 6

**RE: Agenda Item:** 8a

### **SUBJECT HIGHLIGHTS:**

**PUBLIC HEARING: Consideration of the Proposed Vacation (Closure) of an Alley/Street in the Vicinity of the 1100 and 1200 Blocks of 4<sup>th</sup> and 5<sup>th</sup> Streets.**

### **Background**

The Town is considering the vacation (closure) of the following unimproved public alley/street: a 50-foot wide unnamed alley/street extending westward from 4<sup>th</sup> Street to 5<sup>th</sup> Street between Tax Parcel 83A- 42 – 4 -1 (vacant lot) and Tax Parcel 83A – 44- 6 - 17, addressed as 1113 5<sup>th</sup> Street.

The original request for this action was received from Mrs. Cora Brumfield, who is an adjacent property owner. The Public Works Committee has reviewed this request and supports approval.

The purpose of this public hearing is to receive citizen comment on the proposed vacation of the subject unimproved alley/street. The public hearing was duly advertised in the local newspaper. (NOTE: The advertisement stated a 20' alley/street rather than the correct width of 50'.)

**ATTACHMENTS:** Notice of Public Hearing; Memorandum; Maps

### **PROCEDURE:**

- 1) Mayor Opens Public Hearing
- 2) Report by Staff/Consultant
- 3) Statements by interested parties
- 4) Questions from the Council members
- 5) Discussions among Council members
- 6) Action by Council

<b>Staff recommendation, if applicable:</b>
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Conduct the required Public Hearing on the draft Zoning Ordinance and Zoning Changes.

Council has the option, after receiving citizen input of the following:

- 1) Defer action
- 2) Approve the request to vacate (close) the aforementioned alley and disburse the property in accordance with code.

<b>Action(s) requested or suggested motion(s):</b>
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"I move that the Altavista Town Council approve the request to vacate (close) the existing unimproved alley as referenced above."

**TOWN OF ALTAVISTA**  
**NOTICE OF PUBLIC HEARING**  
**VACATION OF ALLEY**

Pursuant to Sec. 15.2-2006 of the Code of Virginia, the Council of the Town of Altavista will hold a public hearing at its regular monthly meeting on Tuesday, December 13, 2011 at 7:00 P.M. in the Council Room at Town Hall, 510 Seventh Street. The purpose of this public hearing is to consider a request by Cora Brumfield that the Town of Altavista vacate a 20' alley lying between the 1100 block of 4<sup>th</sup> Street and 5<sup>th</sup> Street in the Town.

A copy of the application and the map showing the alley proposed to be vacated is on file at the Town Office and may be viewed upon request.

All interested parties are invited to attend and comment on the proposed vacation.

J. Waverly Coggsdale, III  
Town Manager  
Town of Altavista



## MEMORANDUM

**To:** Waverly Coggsdale, Town Manager  
**From:** Dan Witt, Assistant Town Manager  
**Date:** October 24, 2011  
**Re:** Vacating Alley in 1100 block between 4<sup>th</sup> and 5<sup>th</sup> Street

Per your request I have formulated the process whereby this request would move forward.

1. Staff will present to Town Council or to the Street Committee (*first*), which would speed up the process, the request from Cora Brumfield. Town Council would likely refer the request to the Street Committee, and if the committee has a recommendation at the November meeting there is the potential for a public hearing in December.
2. Town Council would authorize staff to advertise a public hearing, potentially December.
3. Staff would send notices of the intent to close the alley to all the landowners fronting the alley. In this case there are only 2 land owners, Cora Brumfield- the person making the request and Elim Assembly of God Trust (Church) and also advertise in the Journal as required for public hearings.
4. TC would conduct public hearing, entertain any recommendations from staff or the Street Committee and be presented with a resolution to vacate the alley. TC could request 'viewers' to go out and view the alley and determine 'any inconvenience' that would be caused by the vacating the property. Staff thinks this would not be necessary.
5. If the resolution is adopted, ownership of the land passes to the owners on either side of the alley to the center line- in this case it approximately a 50' alley/right-of-way. The resolution is recorded in the CC Clerk's office and the resolution is the landowner's evidence of title, no deed is necessary.
6. TC **may** charge the new landowners for the land by either paying fair market value or the amount the land increases the value of the land to which it attaches, whichever is greater.  
I contacted Campbell County and there is approximately .32 acres of land and the **approximate value is \$12,000**, if this were a 'stand alone' parcel. Since this right of way would be divided into 4 equal segments staff believes the value to be significantly less.

Past actions by Town Council have not resulted in a request that the new owners pay for the land. Once vacated the land would go on the tax roles for the Town and County.

7. The cost to advertise and have a council public hearing is approximately **\$400** and this would include recording fees from the County. Because  $\frac{3}{4}$  of the land will go to Mrs. Brumfield and  $\frac{1}{4}$  to Elim Church this fee should be split **75/25%**.



Alley proposed for vacation  
→ Internal lines show  
division of property.



The highlighted areas show the adjacent parcels to the unimproved alley that is be considered for vacation (closure).



## Town Council Agenda Form

### Agenda Placement: **Public Hearing**

(Public Hearings, Special Presentations, Requests & Communications, Consent, Unfinished, New Business, Closed Session)

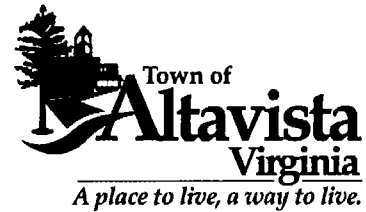
### **Other Action to be Taken: N/A**

(N/A; For Information Only; Forward to Planning Commission; Refer to Staff; or Defer Action)

### **Subject Title: Property Exchange – Slave Cemetery property**

Presenter(s): Town Manager

Meeting Date: December 13, 2011



**Packet: Tab 6**

**RE: Agenda Item: 8b**

### **SUBJECT HIGHLIGHTS:**

**PUBLIC HEARING: Consideration of the Proposed Property Exchange between the Town of Altavista and Woodside Property Management, LLC.**

### **Background**

The Town was approached by Avoca Museum Director, Frank Murray, several months ago requesting that the Town consider a property exchange with Woodside Property Management, LLC for the existing Slave Cemetery that is located across Main Street (Rt. 29 Business) on the east side of the railroad tracks from Avoca. Town Council formed a committee comprised of Vice Mayor Coleman and Councilman Ferguson to review this request. The committee reviewed the request and requested that the Town move forward with a public hearing to consider the property Exchange.

The proposed property exchange would have the Town receiving the Slave Cemetery property which would contain .497 acres with an easement (part of Tax Map/Parcel: 69-4-1-1) and Woodside Property Management, LLC receiving the Town owned property which contains .68 acres (Tax Map 69-4-2-1B) which is situate along Main Street (Route 29 Business).

**ATTACHMENTS:** Notice of Public Hearing; Plat; Agreement

### **PROCEDURE:**

- 1) Mayor Opens Public Hearing
- 2) Report by Staff/Consultant
- 3) Statements by interested parties
- 4) Questions from the Council members
- 5) Discussions among Council members
- 6) Action by Council

<b>Staff recommendation, if applicable:</b>
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Conduct the required Public Hearing on the proposed property exchange.

Council has the option, after receiving citizen input of the following:

- 1) Approve the proposed property exchange request and direct staff to take the necessary action to complete the transaction.
- 2) Decide against the property exchange.
- 3) Defer action.

Due to the historical importance of the Slave Cemetery to the community, staff recommends approval of the property exchange.

<b>Action(s) requested or suggested motion(s):</b>
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"I move that the Altavista Town Council approve the property exchange request as presented and directs staff to take the necessary action to complete the transaction."

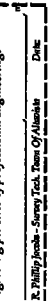
Plat hard copy provided in agenda envelope.

**TOWN OF ALTAVISTA**  
**NOTICE OF PUBLIC HEARING**  
**EXCHANGE OF TOWN PROPERTY**

Pursuant to Sec. 15.2-1800 B. of the Code of Virginia, the Council of the Town of Altavista will hold a public hearing at its regular monthly meeting on Tuesday, December 13, 2011 at 7:00 P.M. in the Council Room at Town Hall, 510 Seventh Street. The purpose of this public hearing is to consider the proposed exchange of a parcel of property owned by the Town containing .68 acre lying on the east side of Main Street (Rt. 29 N. business) across from Avoca for a .497 acre parcel owned by Woodside Properties, LLC which parcel encompasses the Avoca Slave Cemetery, together with appurtenant rights of ingress and egress. Maps showing the parcels to be exchanged are on file in the Town Hall and may be viewed by the public during normal business hours.

All interested parties are invited to attend the hearing and comment on the proposal.

J. Waverly Coggsdale, III  
Clerk  
Town of Altavista



THIS AGREEMENT, made this \_\_\_\_ day of December, 2011 by and between the **TOWN OF ALTAVISTA**, a Virginia municipal corporation, party of the first part (hereinafter "Town") and **WOODSIDE PROPERTY MANAGEMENT, LLC**, a Virginia limited liability company, party of the second part (hereinafter "Woodside").

**WITNESSETH:**

**WHEREAS**, Woodside is the owner of certain property in the Town upon which is situated a slave cemetery which cemetery is a valuable historical and archaeological site which Town wishes to own and open to the public as a part of the Avoca Museum property lying nearby; and

**WHEREAS**, Town owns a parcel of property bordering on Main Street and also bordering on a portion of Woodside's property on which Woodside is constructing a retail sales building; and

**WHEREAS**, the Town and Woodside wish to exchange a portion of Woodside's property surrounding the slave cemetery for the parcel of Town's property adjacent to Woodside's retail building and to enter into agreements for the necessary access easements and other related matters to effectuate the exchange and use of the properties by each party.

**NOW THEREFORE FURTHER WITNESSETH:**

In consideration of the mutual exchange of properties contained herein and the mutual agreements and covenants contained herein, the parties hereto agree as follows:

1. Woodside will convey to the Town by General Warranty deed a parcel containing .497 acre shown as "Cemetery Parcel" on a plat dated October 6, 2011 entitled "Plat of Survey For Town of Altavista Map Showing a Portion of Tax Parcel 69-4-1-1 with Parcel and Easement to be conveyed to the Town of Altavista" to be recorded contemporaneously with said deed.

2. Town will simultaneously convey to Woodside by General Warranty deed a certain parcel containing .68 acre (Tax Parcel # 69-4-2-1B) identified on the said plat as "Lot # 3" which parcel is also shown as Lot 3 on a plat made by John D. Jacobs, C.L.S., dated December 16, 1980 and entitled "Campbell County Virginia. Town of Altavista. Three Parcels of Land Surveyed for Lindley M. Winston" which plat is recorded in the Clerk's Office of the Circuit Court of Campbell County in Map Book 26, Page 58.

3. If permitted by the Norfolk Southern Railway, Woodside will construct a new crossing over the tracks of the Norfolk Southern Railway and an entrance road from Main Street opposite a point somewhere in the area designated B-G as shown on the said October 6, 2011 plat said new road to run from Main Street over the said tracks to connect with the road described in paragraph 7 below. Woodside represents that it is in the process of obtaining the necessary permits and agreements with the Norfolk Southern

Railway authorizing it to relocate the crossing to the said location. It is understood that in the event that Woodside is unable to reach agreement with Norfolk Southern Railway as to the relocation of the crossing, then the existing crossing will be used permanently and the easement described in Paragraph 5 below will be in effect permanently or until such future time as the crossing can be relocated.

4. At such time as the permit is granted by Norfolk Southern Railway, Woodside will construct to VDOT specifications at its expense the new entrance from Main Street to the new crossing.

5. As a part of the deed to the Cemetery Parcel Woodside will grant to Town a perpetual easement for ingress and egress to the Cemetery Parcel over the existing road leading from Main Street over the existing crossing to point A on the said October 6, 2011 plat and over the 20' easement shown on said plat as Points [A-B-C-D-E-F-G-H-I-J-K-L] said easement to be used until such time as the existing crossing is closed and the new one is opened in the area between points B-G as provided in Paragraph 3 above.

6. Woodside agrees that it will construct at its expense a gravel road not less than 10 feet in width capable of carrying all motor vehicles weighing not more than 6,000 pounds GVW on the portion of the access easement designated as points A-B-C-D-E-F-A said construction to be completed not later than 90 days after the deed is executed, weather permitting. Town will construct a like gravel road on the portion of the access easement shown as points [C-G-H-I-J-K-L-D-C]. Each party shall maintain their respective portions of the road so that they will always be passable by all motor vehicles up to 6,000 pounds GVW.

7. Upon completion of the new crossing as provided in Paragraph 3 above the Town's easement for ingress and egress from Main Street to the Cemetery Parcel shall extend from Main Street over the new crossing and over such portion of the 20' easement shown on the October 6, 2011 plat as is necessary to access the Cemetery Parcel and the right of ingress and egress of Town over the portion of the said 20' easement south of the new crossing that is no longer necessary to access the Cemetery Parcel shall terminate. Furthermore, the Town's obligation to maintain the road provided for in Paragraph 6 above shall extend over the entire portion of the road from the new crossing point north to the Cemetery Parcel and Woodside's maintenance obligation shall extend from the new crossing point south.

8. Access to the easement from Main Street, whether it be by the existing road or by the new crossing road, shall be secured by a lockable entrance constructed by Woodside at its expense. Woodside and the Town and its agents and employees including employees of Avoca will have keys to the entrance. Said public access will only be permitted during Woodside's normal business hours or at other times by guided tour hosted by Avoca personnel.

9. One sign may be placed at the current or future established crossing not to exceed 20 square feet. Location of said sign shall be mutually agreed upon by Woodside and Town.

10. The exchange of properties provided for herein is considered by the parties to be an exchange of properties of equal value and the only consideration is the exchange.

11. Town shall provide proof of liability insurance for all easement areas granted to Town by this agreement and the deed contemplated herein.

12. This agreement shall survive the deed and shall not be merged therein.

WITNESS the following signatures and seals:

TOWN OF ALTAVISTA

By \_\_\_\_\_ (SEAL)

WOODSIDE PROPERTY MANAGEMENT, LLC

By \_\_\_\_\_ (SEAL)

## Town Council Agenda Form

### Agenda Placement: **Public Hearings**

(Public Hearings, Special Presentations, Requests & Communications, Consent, Unfinished, New Business, Closed Session)

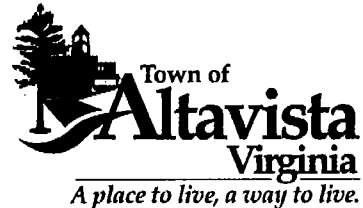
### **Other Action to be Taken: N/A**

(N/A; For Information Only; Forward to Planning Commission; Refer to Staff; or Defer Action)

### **Subject Title: Special Use Permit – 904 Main Street**

Presenter(s): Dan Witt

Meeting Date: 12/13/2011



**Packet: Tab 6**

**RE: Agenda Item: 8c**

### **SUBJECT HIGHLIGHTS:**

The Town of Altavista has received a request for a Special Use Permit (SUP) to allow the use of an existing structure located at 904 Main Street for rental storage units.

The rental storage units, total of five (5), are proposed to utilize the building on the rear of the property. A former service station is also situated on the property but its use is not part of this application. The Future Land Use Map of the Town's Comprehensive Plan denotes this parcel as being in a General Commercial area. The property is zoned Commercial C-1 and the requested use is permitted with a Special Use Permit.

The property has ample room for parking and can be accessed from Main Street and the alley to the rear of the property. The exteriors are being painted and new doors are to be installed.

### **Advisory Board Recommendation, if applicable:**

Planning Commission Recommendation: Approve with Recommended Conditions (Unanimous)

For a detailed Planning Commission recommendation, see the attached Planning Commission Recommendation to Town Council.

### **Staff recommendation, if applicable:**

Staff Recommendation: Approve.

### **Action(s) requested or suggested motion(s):**

**HOLD PUBLIC HEARING:** Accept public comment on the Special Use Permit for 904 Main Street to allow rental storage units to be utilized with the Commercial C-2 District.

### **Suggested Motion:**

Having found that the proposed use is consistent with the Town's Comprehensive Plan, motion to approve the Special Use Permits for 904 Main Street to allow utilization of the existing building for up to five rental storage units with the attached conditions.

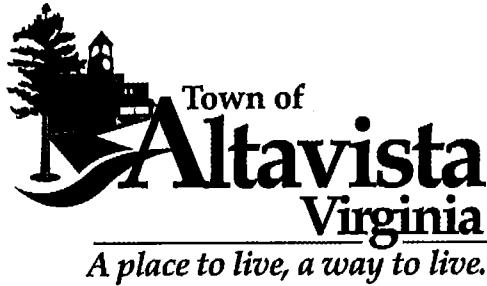
Attachments: ☒ Yes ☐ No

Description: 1. Planning Commission Report to Town Council 2. Planning Commission Agenda Item packet (includes Staff Report, Application, Photos, Maps, Ad copy, and List of Adjacent Property Owners).



**Commissioners**

Jerry Barbee, Chairman  
Tim Wagner, Vice Chairman  
Bill Ferguson  
Laney Thompson  
John Woodson



**Town Planning Staff**

Dan Witt  
Staff Planner

**Town of Altavista Planning Commission**  
**510 Seventh Street, PO Box 420**  
**Altavista, VA 24517**  
**(434) 369-5001 phone (434) 369-4369 fax**

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At its December 5, 2011 the Planning Commission held a public hearing to consider a Special Use Permit application submitted by Andrew Mattox to operate the rental of 5 storage units at 904 Main Street. The hearing was properly advertised and no one spoke out for or against the units.

The Planning Commission discussed the application and a motion was made by Mr. Ferguson and second by Mr. Wagner to recommend approval of the SUP with the following conditions:

1. The maximum number of units permitted on the property shall be 5.
2. The use of any lighting shall be directional and approved by the Zoning Administrator.
3. Special Use Permit shall remain in effect should the property be sold.
4. Facility must comply with all local, state and federal regulations.
5. Violation of the Special Use Permit: In the case of a violation by the applicant of the conditions set forth in this permit, the applicant shall be notified by the Zoning Administrator of the violation and given a reasonable time- not to exceed 30 days- to comply with the SUP. After such time expires, without compliance, the SUP will be revoked.

All members voted in favor with none opposing.

## PLANNING COMMISSION AGENDA ITEM

**Agenda Item and Number:** Public Hearing Item 6  
(Public Hearings, New Business, Old Business, Staff Report, Permit Related, Citizen request)

**Subject Title:** Special Use Permit- Andrew Mattox

**Meeting Date:** December 5, 2011

**Action Needed:** A recommendation to Town Council for its December 13<sup>th</sup> meeting and hearing.

### Subject Overview

At its November meeting Mr. Andy Mattox presented an idea to have 5 storage units in an existing building at 904 Main Street. Staff explained that a Special Use Permit is required and Mr. Ferguson suggested a joint public hearing at the Town Council's December meeting. However, TC wanted to have separate public hearings but agreed to have them advertised at the same time and to have them the same month, December.

Staff received an application from Andy on November 2, 2011. The application was complete enough for staff to move forward and adjoining/adjacent property owners were identified and notices were prepared for the public hearings and delivered to the Journal. The SUP was properly advertised on November 23 and 30 and the notices to adjoining/adjacent property owners were mailed on November 21, 2011.

The location of the proposed storage units, 904 Main Street, was a service station many years ago but also has a 75'x 25' building behind the main building. This building, which has been used for storage, abuts an alley that separates it from the lots that face 7<sup>th</sup> Street. Although zoned C2, Commercial, the lots on 7<sup>th</sup> Street are residential and this use is permitted in the C2.

### Staff Recommendations, if applicable

As the pictures show, Andy has already done a significant amount of work to create a better appearance for the property, i.e. painting, seal coating etc.

1. The maximum number of units permitted on the property shall be 5.
2. The use of any lighting shall be directional and approved by the Zoning Administrator.
3. Special Use Permit shall remain in effect should the property be sold.
4. Facility must comply with all local, state and federal regulations.
5. Violation of the Special Use Permit: In the case of a violation by the applicant of the conditions set forth in this permit, the applicant shall be notified by the Zoning Administrator of the violation and given a reasonable time- not to exceed 30 days-

to comply with the SUP. After such time expires, without compliance, the SUP will be revoked.

<b>Suggested / Required Action or Suggested Motion(s)</b>
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- I make a motion that the Planning Commission recommends to Town Council that they approve the application made by Mr. Andy Mattox for 5 storage units at 904 Main Street with the following conditions.

OFFICE USE ONLY
SUP # <u>011-11</u>
FEE PAID: _____
DATE: _____

## TOWN OF ALTAVISTA

### APPLICATION FOR SPECIAL USE PERMIT

This application and accompanying information must be submitted in full before the special use permit can be referred to the Planning Commission and Town Council for consideration. The application and accompanying information will become conditions of approval and be binding on the property if the permit is granted. Please contact the Zoning Department at (434) 369-5001 for application and deadline or questions.

Request is hereby made by the principle officer of applicant or undersigned owner of the below listed property for consideration of a Special Use Permit as provided for in Section 86-33 of The Code of the Town of Altavista, Virginia 2002.

#### Applicant Information

Name: Andrew MATTOX Phone Number: 941 6387

Address: 19 Pocket Lane Lynch Station, P.O. BOX 292 ALTAVISTA VA  
24517

#### Property Information

Property Owner(s): MAIN Street Rental LLC Phone Number: 941 6387

Property Address or Location: 904 MAIN St.

Parcel ID Number: 83A-11-38-3+4

Present Zoning District: C-2

#### Purpose of Request

Is this request for an amendment to an existing special use permit? NO

Please provide the following information – separate pages if necessary:

Detailed description of the proposed use (or site modification)

Please provide a site plan with the following information:

- Proposed use of the land: size and location of structures with dimensions to lot lines.
- Vehicular circulation system with points of ingress and egress.

- Existing on-site buildings, separation dimensions and paved areas.
- Location and dimensions of all parking and loading areas, including the number of off-street parking and loading spaces provided.
- Net acreage.
- Gross and net square footage of building (s) (proposed and existing).
- Required landscaping and buffer areas.

Please provide a brief description of the proposed development:

USE AN EXISTING BUILDING (FORMALLY AN OLD STORAGE SPACE) TO BE UPDATED WITH A NEW FRONT AND DOORS, FIVE SEPARATE STORAGE UNITS

Please demonstrate how the proposed use, when complemented with additional measures, if any, will be in harmony with the purposes of the specific district in which it will be placed.

UPDATED AND CLEAN, IN COMMERCIAL BUSINESS DISTRICT, SCREENING FROM FRONT BUILDING

(Use separate pages if additional space is required)

Please demonstrate how there will be no undue adverse impacts on the surrounding neighborhood in terms of public health, safety, or general welfare, and show the measures to be taken to achieve such goals.

ONLY IMPROVEMENTS IN APPEARANCE AND SAFETY, ALREADY IN COMMERCIAL DISTRICT

(Use separate pages if additional space is required)

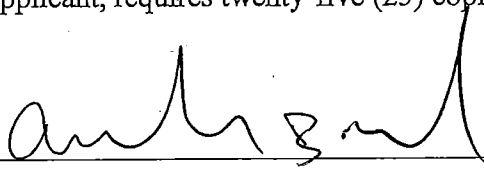
The following items must accompany this application:

1. The written consent of the owner or agent for the owner (only if the applicant is not the owner). If the applicant is the contract purchaser, the written consent of the owner is required.
2. One copy of a site plan for the property showing the lot, structures, site improvements, parking areas and spaces, and any other information necessary to determine the ability to meet the Zoning Ordinance site development standards, use and design standards, and physical compatibility with the neighborhood.
3. Vicinity map (may be included on the site plan).

4. Fee is the actual cost accrued by the Town and is estimated to be between \$300 and \$400 for a special use permit. Costs include advertising, administrative expense, first class postage, appropriate signage, and processing this application. Applicant will be billed within 30 days of completion of the process. Please make your check or money order payable to the TOWN OF ALTAVISTA.

5. Any item submitted that is greater than 11"x 17" paper size or in color, as deemed necessary as by the applicant, requires twenty-five (25) copies.

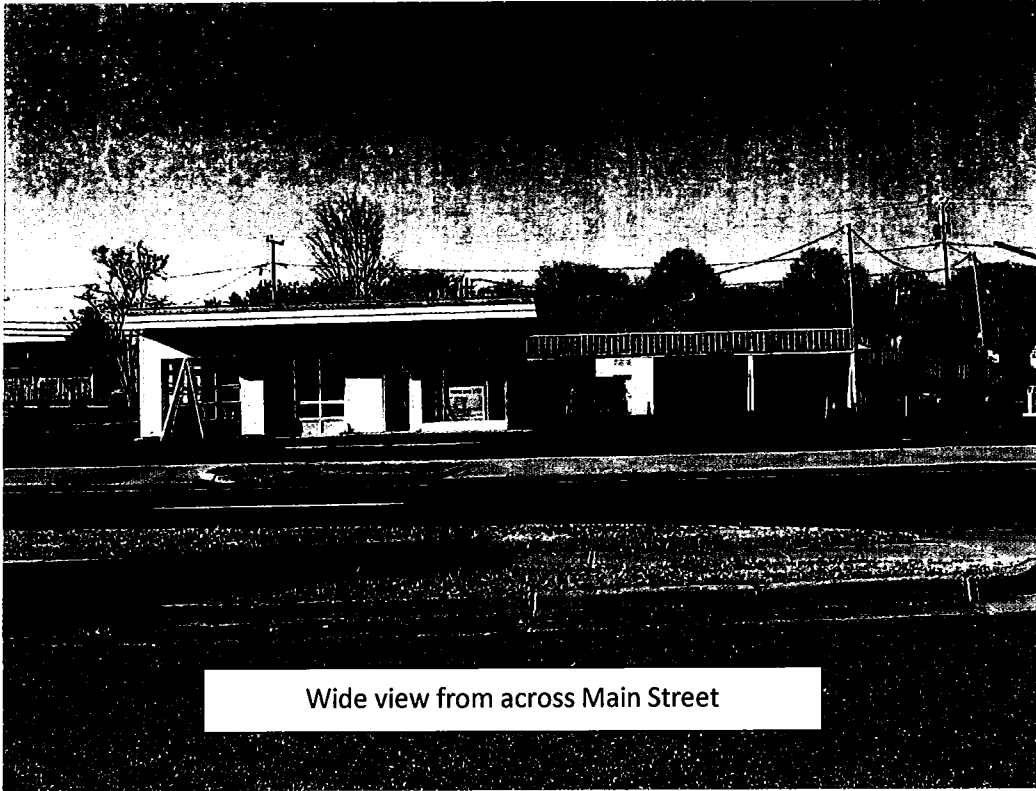
Signature of Applicant: \_\_\_\_\_



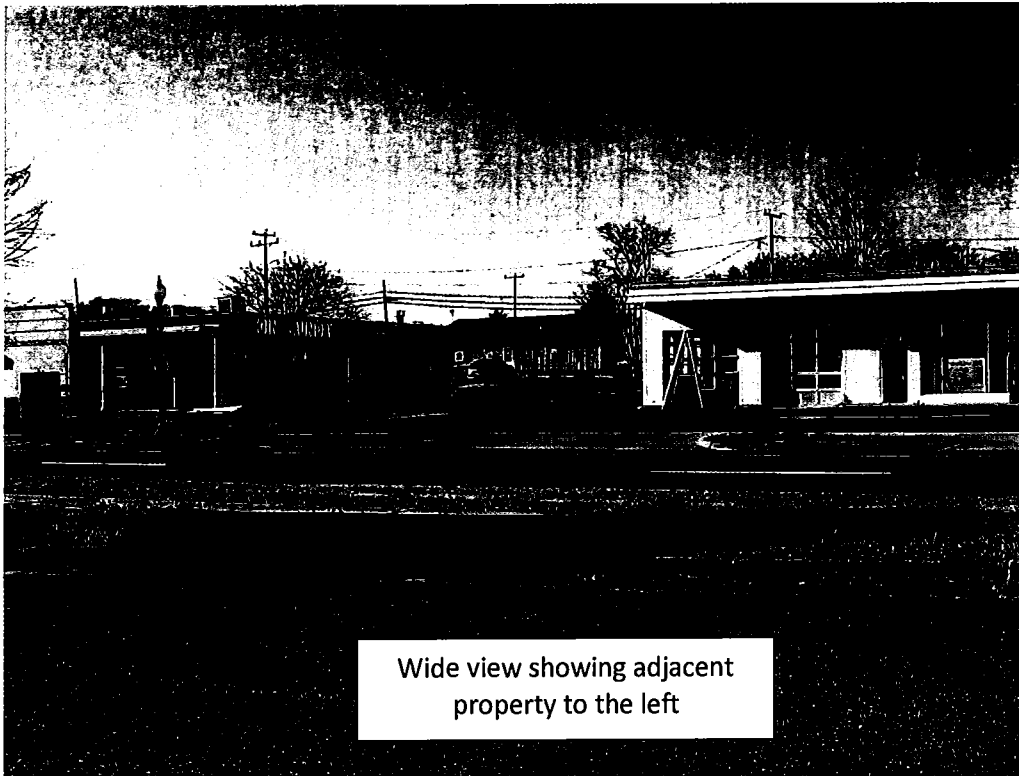
Date: \_\_\_\_\_

11/2/11

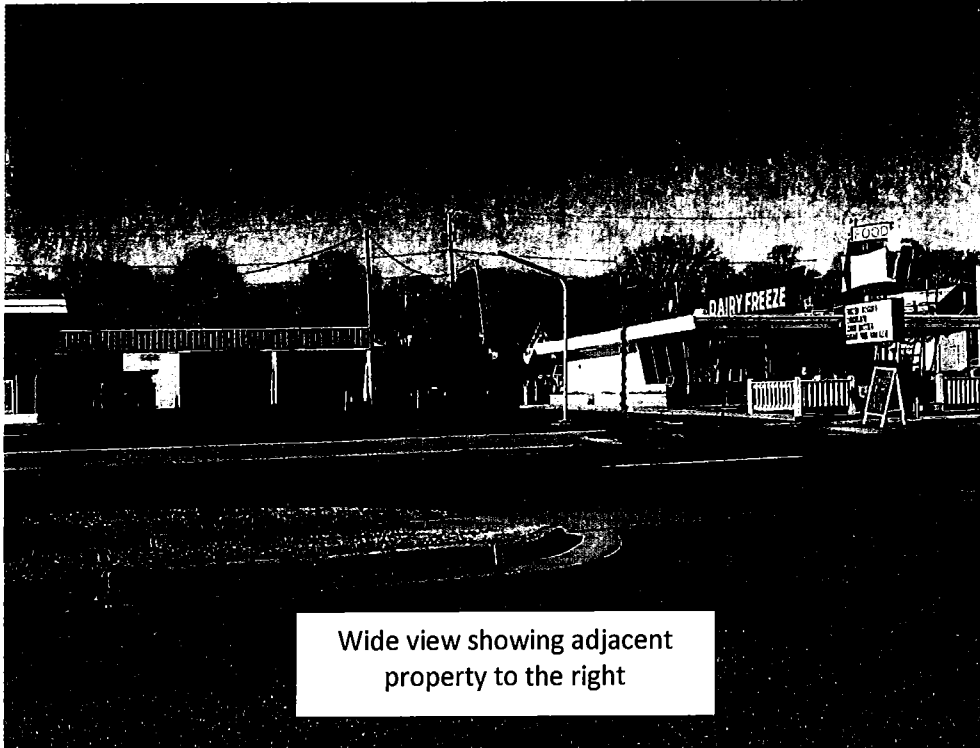
**Photos of location for proposed storage units at 904 Main Street**



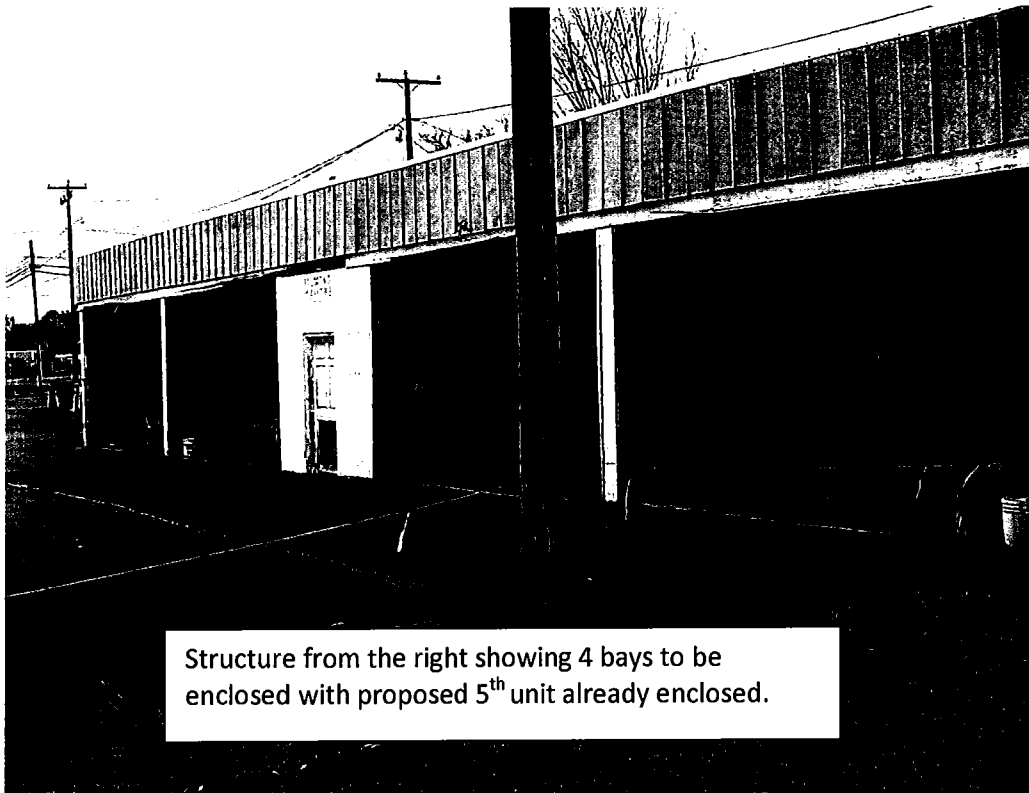
Wide view from across Main Street



Wide view showing adjacent  
property to the left

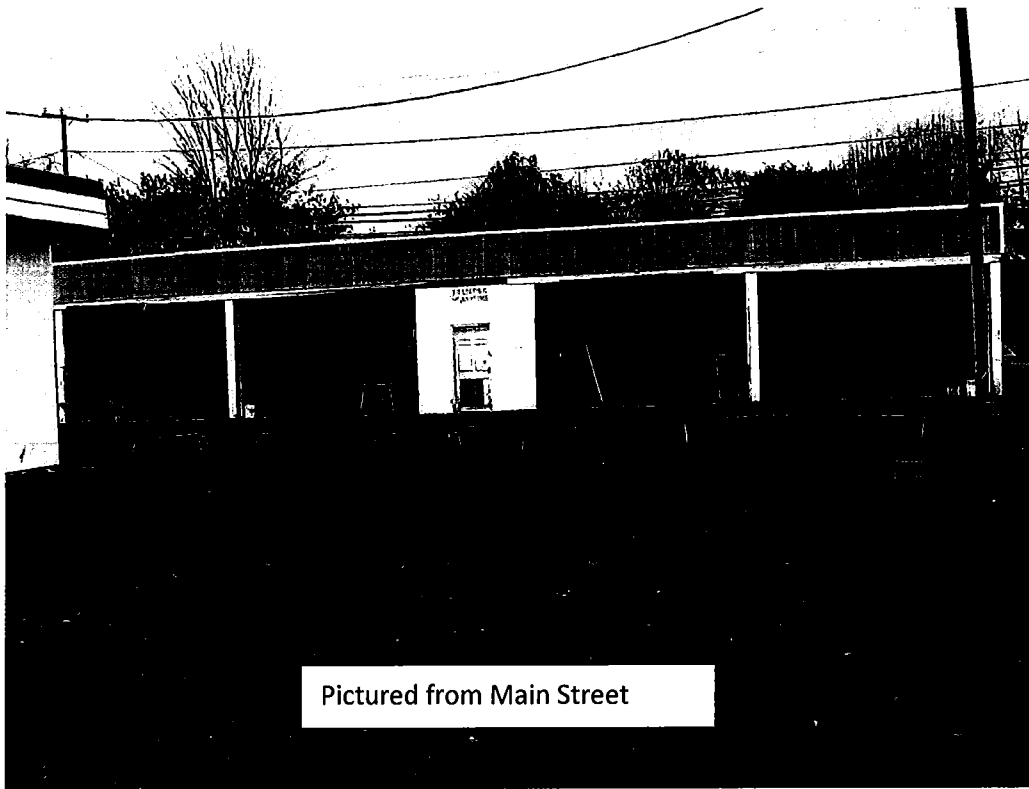


Wide view showing adjacent property to the right

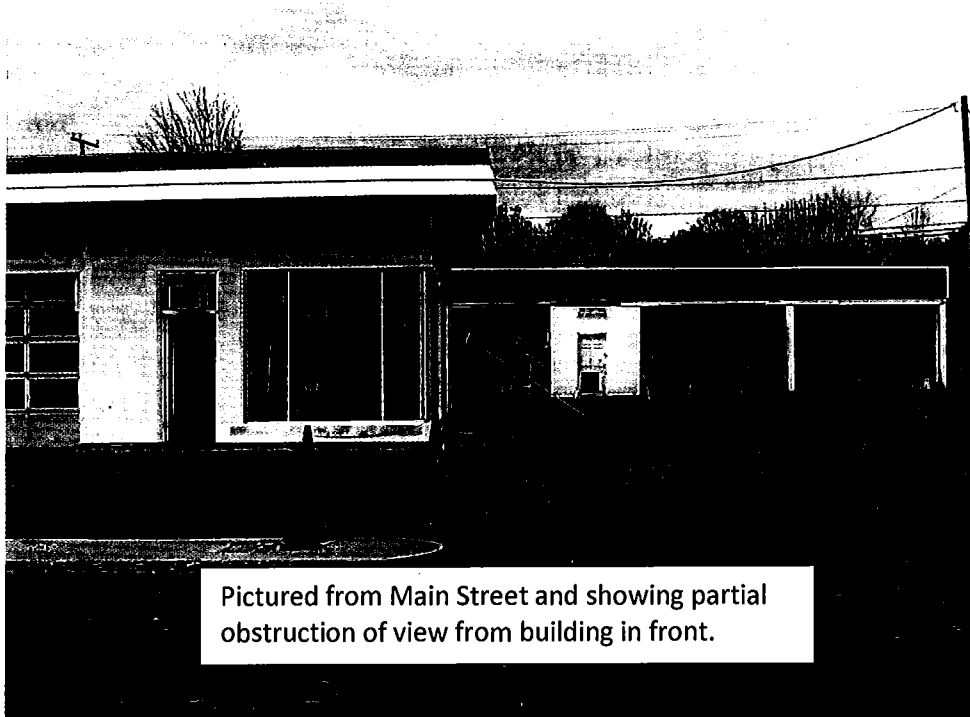


Structure from the right showing 4 bays to be enclosed with proposed 5<sup>th</sup> unit already enclosed.

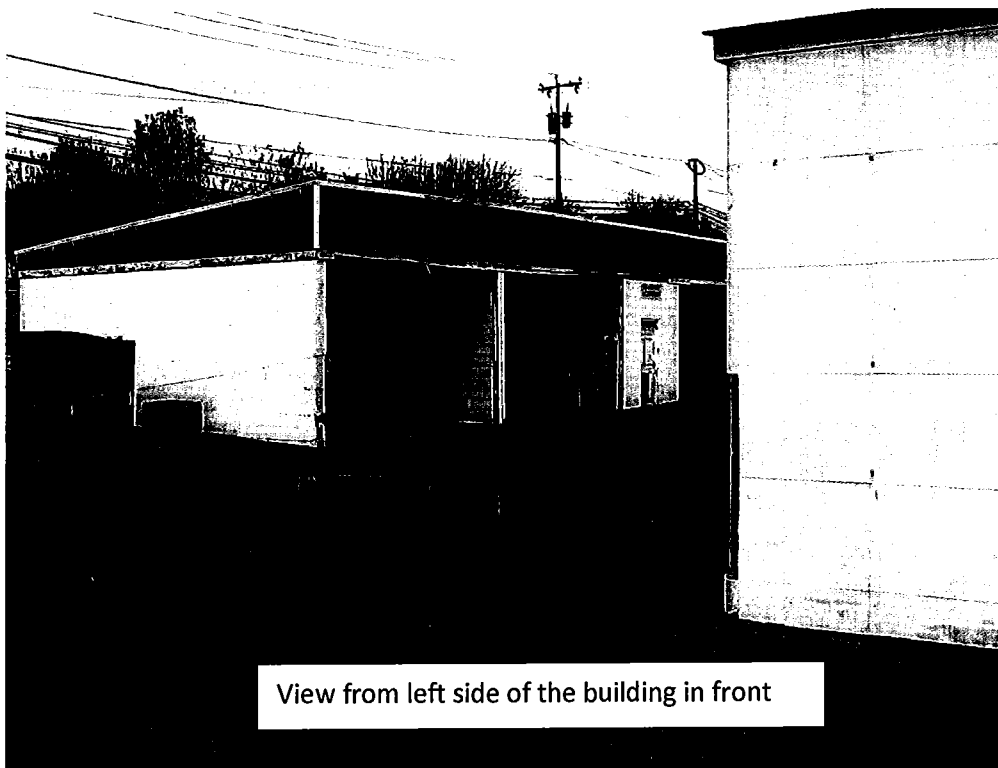
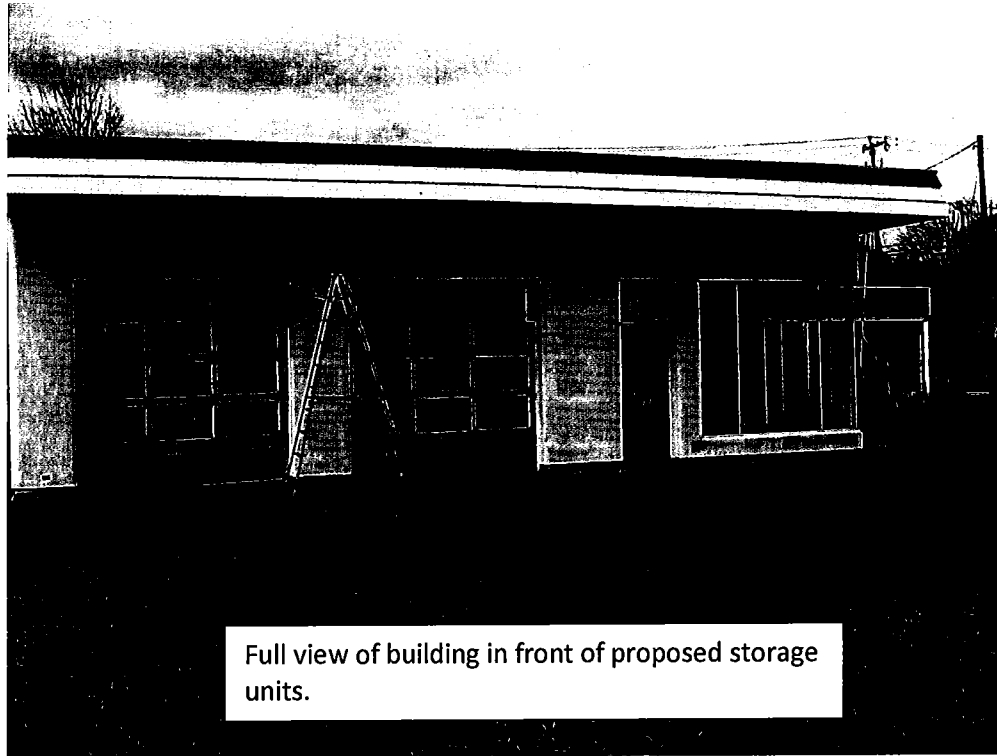


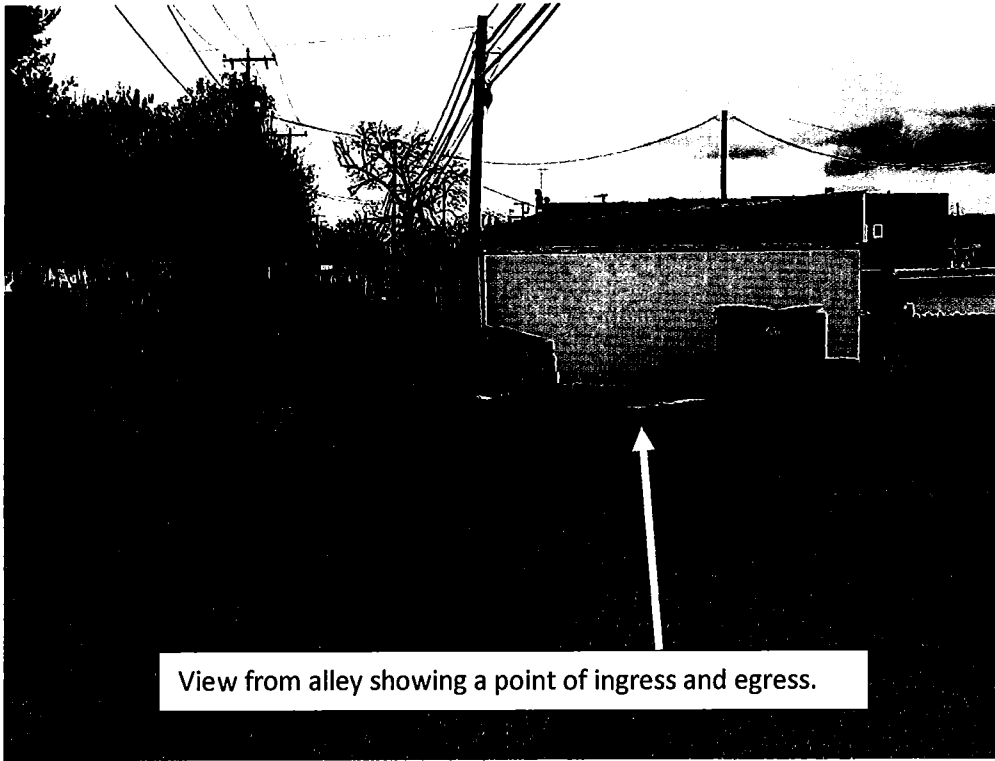


Pictured from Main Street

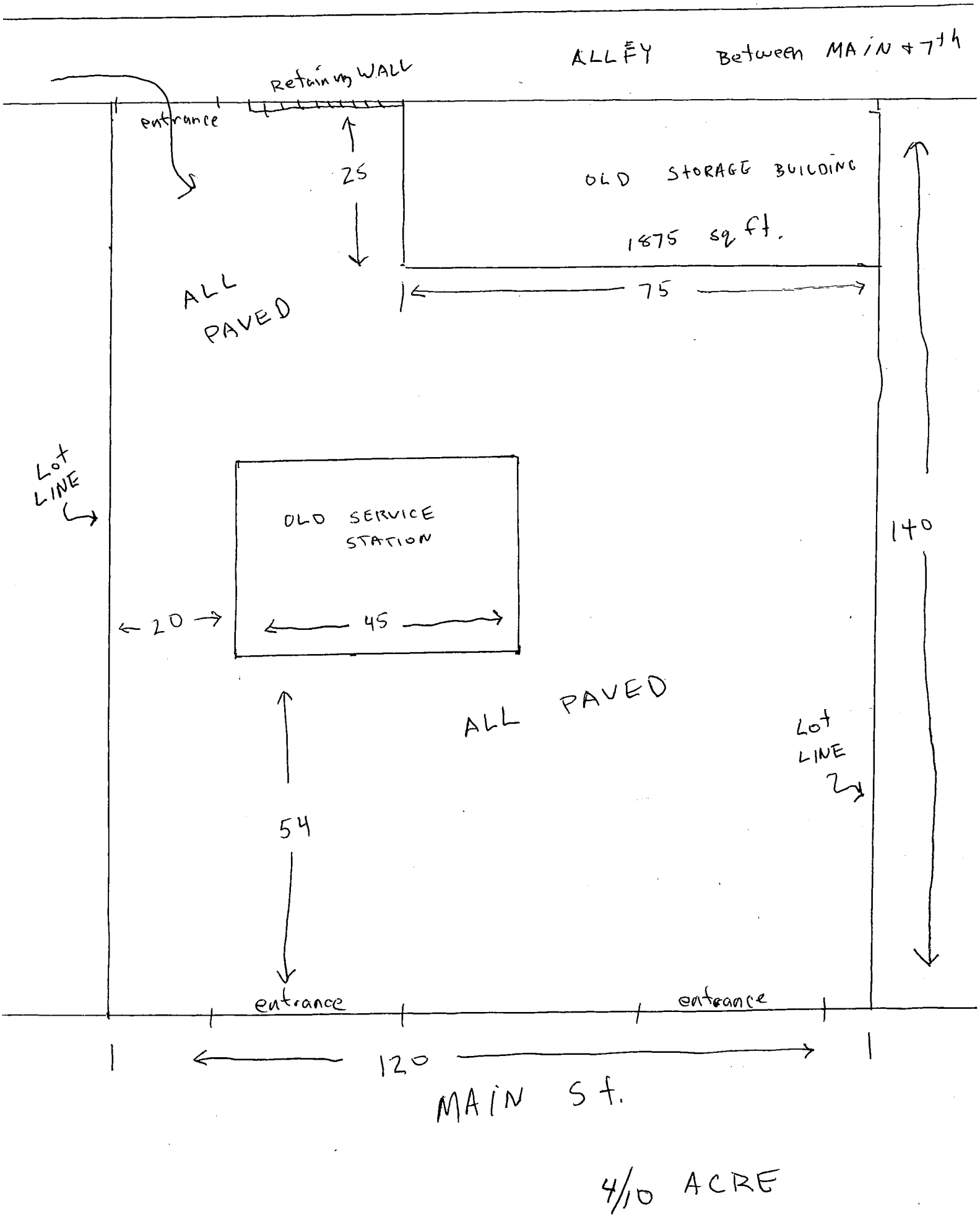


Pictured from Main Street and showing partial obstruction of view from building in front.





View from alley showing a point of ingress and egress.



Enter Description for Map



# Altavista Journal CLASSIFIEDS

**Deadline & Payment  
For Classified Ads Is  
1 PM ON MONDAY!!**



**Business Services**

**For Sale**

**Wanted**

**Notices**

**YARDS**  
**KE D,**  
**ORNS**  
**LOVED,**  
**MMING,**  
**ING, OR**  
**GENERAL**  
**WORK.**  
Job that you seem to take the time to. Vehicles cleaned, waxed, detailed, call at 434-221-0000. Low rates satisfaction guaranteed. (1-30-11)  
Altavista

**SNOW BLADE**  
- 3pt. Hitch  
5' \$325.00  
6' \$395.00  
11-30-11 t.c  
Altavista

**CONN UPRIGHT PIANO** with matching bench, \$500.00, or best offer, 434-324-9292. 11-30-11tp  
Altavista

**STEEL ARCH BUILDINGS**  
- Holiday Sale - SAVE THOUSANDS!!!  
Lowest prices of the year!  
Delivery now or Spring. 20x26, 30x40, others.  
Display savings end soon! Call 866-352-0469. 11-30-11 2tp  
Smith Mountain Lake

**For Sale**

**AND NEW ADDRESS**  
TS in plastic h warranty.  
II, \$99, Queen  
09, King \$189.  
all 434-385-  
33. 01-13, tfn/c  
Altavista

**WOODSTOVE**  
**OR SALE:**  
reat condition,  
300. Call  
34-525-3555.  
0-13, tfn/c  
Altavista

**REG ANGUS BULLS:** Top AI and Natural Sires from \$1400. Stghtstone Angus, 434-335-4169. 11-16-3tp  
Chatham

**CAMPER FOR SALE:** located at 584 Oakville Rd. (Rt. 26)

**2005 JOHN DEERE TRACTOR WITH LOADER**

**WANTED TO BUY:** Golf Cart. Good condition, reasonable price. Elderly lady with arthritis needs golf cart to use in yard and garden. Call 250-7383. 11-30-11tp  
Chatham

**Reunion**

**ROBERT J. REYNOLDS SR. & RUTH GIBSON REYNOLDS FAMILY REUNION,**  
12/11/11 @ Altavista Train Station, 3 p.m. Bring covered dish.  
Altavista

**Estate Sale**

**ESTATE SALE OF AUBREYLEE DALTON, 2584 SHULA DRIVE, HURT, SAT. DECEMBER 3RD, 7 A.M.**  
Until All Gone.  
5pc Bedroom Suite, 4pc Bedroom Suite, Side/by Side Refrigerator, Flat Screen (42inch), Coffee Tables, End Tables, Recliners, (2) Floor Model Stereos, Tools, Figurines, '08 Lincoln Loaded with low miles, numerous

**ANNOUNCEMENT - CAMPBELL COUNTY CITIZENS FRAY FAMILY CHARITABLE TRUST**

By the will of the late James B. Fray a trust was created "to provide for the benefit, welfare, education and betterment of the present and future citizens of the County of Campbell, Virginia." The Trustees have applied for a 501(c)(3) designation and anticipate accepting applications for distributions from the Trust in 2012. For further information, you may contact Cathy Moore at (434) 332-9619 or by e-mail at [chmoore@campbellcountyva.gov](mailto:chmoore@campbellcountyva.gov).

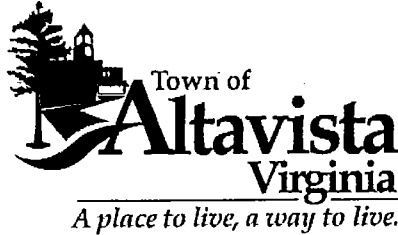
**ORDER OF PUBLICATION**

Commonwealth of Virginia. VA. CODE §8.01-316  
Case No. JJ034011-01-00  
Campbell J&DR - Juvenile Division  
Commonwealth of Virginia, *in re* Pannell, Allyson Marie Jeffrey and Jennifer Wade *v.* Kodie Adams, David Taylor, or unknown father  
The object of this suit is to obtain consent for adoption and custody of Allyson Marie Pannell.  
It is ORDERED that the defendant, Kodie Adams, David Taylor or unknown father appear at the above named court and protect his or her interests on or before Jan. 24, 2012 at 10:45 a.m.

**ALTAVISTA TOWN COUNCIL  
ALTAVISTA PLANNING COMMISSION  
NOTICE OF PUBLIC HEARINGS**

The Altavista Planning Commission and the Altavista Town Council will each hold public hearing pursuant to §86-33 of the Code of the Town of Altavista, Virginia. The Planning Commission will hold its hearing at their regular monthly meeting on Monday, December 5, 2011 at 5:00p.m. and the Town Council will hold its hearing on Tuesday, December 13, 2011 at 7:30 p.m. Both meetings will be held in the Council Chambers located in the Municipal Building at 510 Seventh Street, Altavista, VA. The purpose of these public hearings is to consider a request for Special Use Permit submitted by Andrew Mattox, to allow an existing building to be used for up to 5 storage units, at 904 Main Street, Parcel 83A-11-38-3 & 4. The lots are zoned C-2, commercial.  
Further information regarding this proposal is available for inspection at Town Hall during regular business hours. The public and all interested parties are invited to attend the public hearings to make their views known on this application. The Town of Altavista does not discriminate on the basis of handicap status in admission or access to its programs or activities. Accommodations will be made to handicapped persons upon prior request by contacting Town Hall at (434) 369-5001.  
Daniel Witt  
Assistant Town Manager.

NAME1	NAME2	MAILINGADDRESS	MAILINGCITY	MAILINGSTATE	MAILINGZIP	LEGALACREAGE
HARPER JAMES W & LINDA S		218 JUNIPER CLIFF RD	BROOKNEAL	VA	24528-0000	0.71
MATTOX HERBERT B		213 CHIMNEY RIDGE CT	ALTAVISTA	VA	24517-0000	
HARPER JAMES W & LINDA S		218 JUNIPER CLIFF RD	BROOKNEAL	VA	24528-0000	0.71
MOORE KIMBERLY B		210 GROVE ST	HURT	VA	24563-0000	
KIDD FAMILY PROPERTIES LLC		1105 LOLA AVE	ALTAVISTA	VA	24517-0000	
MATTOX SUE F		905 7TH ST	ALTAVISTA	VA	24517	
ANDERSON ALBERT E & PATSY D		2068 BRUSHY MT RD	GRETNA	VA	24557-0000	
ANDERSON ALBERT E & PATSY D		2068 BRUSHY MT RD	GRETNA	VA	24557-0000	
CHAD SHELTON		P.O. BOX 580	HURT	VA	24563	
ANDREW MATTOX		19 POCKET LANE	LYNCH STATION	VA	24571	
FARMER EVELYN CAROL ET ALS		1402 BEDFORD AVE	ALTAVISTA	VA	24517	
HARPER JAMES W & LINDA S		218 JUNIPER CLIFF RD	BROOKNEAL	VA	24528-0000	0.71



## FINANCE COMMITTEE REPORT



The Finance Committee met on Tuesday, December 6, 2011 to discuss items that had been placed on their agenda. The following items are submitted for Council's consideration:

I: Financial Issues – Davenport follow up

The Committee was presented with a document ("Next Steps Involving the General Fund and Water and Sewer Utility Fund) by Davenport & Company, LLC representatives (David Rose and Kyle Laux). The document presented Financial Policy Guidelines (Tab A); Potential Refunding Opportunities (Tab B); New Money Borrowings (Tab C); and a Timeline for Action/Next Steps (Tab D); it also included Appendices. Based on the discussion, the Finance Committee recommends (2-1) to: (A): Adopt the Financial Policy Guidelines as presented and (B): Authorize staff to work with Davenport in regard to preparing and distributing Request for Proposals for Potential Refunding Opportunities/New Money Borrowings and Town Investments.

The authorization of staff to work with Davenport in regard to the preparing and distributing of the aforementioned RFPS does not require the Town to move forward with Refunding Existing Debt, Borrowing of New Monies or the Investing of Town Funds. This process would bring back data so Council could make an informed decision on these items at a later date. It is key to point out that should the Town proceed with the Refundings/Borrowings and/or Investments, Davenport & Company, LLC would be compensated for their undertaking.

### POSSIBLE MOTION/ACTION:

*"I move that the attached Financial Policy Guidelines be adopted."*

*"I move that staff be authorized to work with Davenport in regard to preparing and distributing Request for Proposals for Potential Refunding Opportunities/New Money Borrowings and Town Investments."*



II: Economic Development Director job description/budget

The Committee reviewed the proposed job description and budget for the proposed Economic Development Director position. The Committee indicated their support for the position but has requested additional information for their Tuesday, December 13<sup>th</sup> meeting at 6:45 p.m. The Committee will update Council at their regular meeting on Tuesday, December 13<sup>th</sup>.

**POSSIBLE MOTION/ACTION:** *Per Discussion*

Members Present: Coleman, Mattox and Dalton

# Financial Policy Guidelines Recommendations



Town of Altavista, VA

## I. Reserve Policies

1. The General Fund Undesignated Fund Balance at the close of each fiscal year per the Town's audit should be targeted for at least 100% of Annual Recurring Revenues.
2. Unrestricted Cash for the Water and Sewer Utility Fund should be a minimum of 50% of Total Water and Sewer Utility Fund Expenditures.

## II. Debt Policies

1. The Outstanding Par Amount of Tax-Supported Debt (*i.e. General Government Debt and any other Town Debt supported by tax revenues*) versus the Town's Total Assessed Value should be less than 2%.
2. Tax-Supported Debt Service versus Total Tax-Supported Expenditures should be less than 15%.
3. The Town should use a Strategic Combination of Debt and Equity Funding for all General Fund and Water and Sewer Utility Fund Capital Projects.

*Note: Please see Appendices for historical/projected compliance with Financial Policy Guidelines Recommendations.*

DAVENPORT & COMPANY

# Financial Policy Guidelines Recommendations (continued)



Town of Altavista, VA

## III. Investment Policies

1. All of the Town's Funds, regardless of their intended purpose, should be invested with the following objectives (*listed in order of importance*):
  1. Legality: Funds should be invested in only those investments permitted by Federal, State, and Local Law as it relates to Public Funds, as well as any contractual agreements entered into by the Town;
  2. Safety: Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio;
  3. Liquidity: The investment portfolio shall remain sufficiently liquid to meet all cash requirements that may be reasonably anticipated; and,
  4. Yield: The Town's investment portfolio shall be designed with the objective of attaining a fair rate of return consistent with the investment risk constraints and cash-flow characteristics of the portfolio.
2. No more than 25% of the Town's Invested Funds should be held by a single Banking Institution.

## **FINANCE COMMITTEE NOTES**

December 6, 2011

4:00 p.m.

Town Hall

Members Present: Ronald Coleman, Beverley Dalton and Mike Mattox

Staff: Waverly Coggsdale and Tobie Shelton

Visitors: Mayor Burgess, Bill Ferguson, Dick McKeel, Ed Scruggs, David Rose (Davenport) and Kyle Laux (Davenport)

Meeting called to order.

### **NEW BUSINESS**

Davenport Presentation: David Rose and Kyle Laux of Davenport, Inc. delivered a presentation on the document titled "Next Steps Involving the General Fund and Water and Sewer Utility Fund" dated December 6, 2011. The document contained "Financial Policy Guideline Recommendations"; Potential Refunding Opportunities; New Money Borrowings; a Timeline for Action/Next Steps; and Appendices.

The Committee reviewed and discussed the document with David Rose and Kyle Laux. There was discussion regarding the changes in the current document in regard to the document presented at a June 2011 Finance Committee work session. It was stated that this was prior to Davenport being retained and that once they were retained they delved into the Town's finances in greater detail which resulted in changes.

The Committee discussed the process and that to move forward with the issuance of Request for Proposals for Refunding Opportunities/New Money Borrowings and Town Investments would not obligate the Town to take such action. It was further noted that if the data did not support moving forward and if the Town did not move forward, Davenport would not be compensated for said services. If the Town did move forward then Davenport would be compensated.

The Committee unanimously recommends that the Financial Policy Guidelines be adopted. The Committee, on a 2-1 vote (AYE: Coleman & Dalton NAY: Mattox) recommends that the staff be authorized to work with Davenport on the issuance of Request for Proposals (RFPs) for Potential Refunding Opportunities/New Money Borrowings and Town Investments.

Economic Development Director Job Description/Budget: The Committee reviewed the job description for the proposed position and found it satisfactory. The

Committee discussed the salary grade for the position; staff recommended it be either a 24 or 25 based on a review of similar positions and the town's position structure. The Committee reviewed and discussed that it should possibly be a 22.

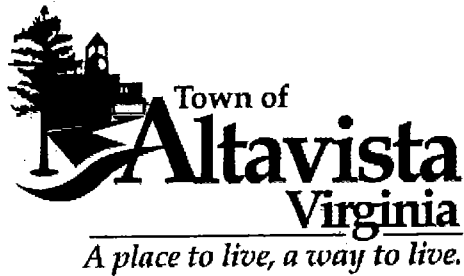
The Committee reviewed the budget and requested several more items of information be presented to them so they can discuss at their Tuesday, December 13<sup>th</sup> meeting at 6:45 p.m. Staff indicated that in considering office space for the proposed position, the relocation of an existing employee from Town Hall to Public Works would free up office space in Town Hall. A reconfiguration of space at Public Works to accommodate the relocated employee and creation of a new office space for the Administrative Assistance and creation of a lunch/break room and tool room were discussed. The projected cost of the Public Work's reconfiguration was estimated to be \$20,000. An additional item was the provision of a vehicle for this position, staff was going to gather data and submit to the committee.

### **MATTERS FROM COMMITTEE MEMBERS**

Committee member Mattox requested that the issue of Altavista Fire Company' loan be put on next month's agenda.

The next meeting of the Finance Committee is scheduled for Tuesday, January 3, 2012 at 4:00 p.m.

The meeting adjourned at 5:00 p.m.



Town of Altavista, Virginia  
Town Council Package

Agenda Tab:  
Agenda Item:

**PUBLIC WORKS COMMITTEE REPORT**



The Public Works Committee met on Thursday, December 1, 2011 to discuss items on their agenda, an update follows:

(NOTE: The Committee did not have a quorum, so the items are not presented as Committee recommendations.)

- A: Post Office Alley Request: Postmaster Vincent Martin has been in contact with John Tomlin, Public Works Director in regard to employee complaints that have been forwarded to him through their system. The complaints are in regard to the postal carriers having to pull out into traffic in the alley behind the Post Office. The visibility down the alley (traffic coming from 7<sup>th</sup> Street) is blocked by the building and the request is for a mirror to be placed on a utility pole that is situated along the alley to provide increased visibility for the postal carriers. Additional conversation included possible restriction of the alley to one way traffic (from 7<sup>th</sup> Street to Washington Street), although this would not fully address the postal carrier's concerns. The committee member suggested that the alley be "one way" from 7<sup>th</sup> Street to Washington Street and the Post Office contact the owner of the utility pole in the alley for permission for the Post Office to locate a mirror (at their cost) at this location.
- B: Dog Waste Stations: The committee suggests that a "pilot project" of providing pet waste stations along Bedford Avenue be considered. The proposed locations for the receptacles would be on Bedford Avenue between River Road and Beverly Heights and at the corner of Bedford Avenue and Westwood Drive (north side).
- C: Bedford Avenue Truck Traffic: Over the past few years there has been discussion about truck traffic along entry routes to Town. It was discussed that this issue should be brought to Council to see if there is any interest in exploring potential "Truck Routes" or "No Through Truck Routes" in Town. A "No Through Truck Route" would allow trucks to service the business community within the town limits but not use the town streets as a cut through, it has been suggested that possible "No Through Truck Routes" could be considered for Bedford Avenue and Lynch Mill Road between Rt. 29 Bypass and Clarion Road.

D: Facility Issues: The committee discussed the possible need to reconfigure space at the Public Works facility on 3<sup>rd</sup> Street if office space is needed at Town Hall for a new economic development position. The reconfiguration would create office space for the Administrative Assistant position and the Engineering Technician position (this position is currently housed at Town Hall). The lunch/break room would be converted to office space and the existing Administrative Assistant office and a Tool Room would be converted into a new Lunch/Break room and the Brass Fittings Room would become the new Tool Room. The estimated cost of this reconfiguration is approximately \$20,000. This information is being transmitted to the Finance Committee for their Tuesday, December 6, 2011 meeting.

E: Other Items Discussed:

- Trade Lot Agreement: Possibly meeting with the Band Boosters to review and possibly update the existing Trade Lot use agreement. (No Action)
- Streetlight Windy Ridge Road: Reviewing the possibility of an existing streetlight on this street to a new location to assist with a dark area of the street. Staff is awaiting cost projections for two different locations. (No Action)
- Parking Layout/Train Station: Staff is working on creating a striping plan for parking on the Chamber of Commerce end of the Train Station. (Informational only)

D: Next Meeting: Monday, January 2, 2012 at 8:00 a.m. (NOTE: Will need to be rescheduled, as this is a holiday.)

Members present: Ferguson

Others present: Mayor Burgess, W. Coggsdale, John Tomlin, and Carol Day

## **PUBLIC WORKS COMMITTEE NOTES**

December 1, 2011

8:00 a.m.

Town Hall

Members Present: Bill Ferguson

Staff: Waverly Coggsdale and John Tomlin

Visitors: Mayor Burgess and Mrs. Carol Day

Meeting called to order. There was not a quorum.

### **PROJECT UPDATES**

- Bedford Avenue Park: Contractor should be on-site next week. Notice to Proceed issued in mid-November and contract includes a 90 day construction period. Burkhardt's is the contractor on this project.
- Pittsylvania Avenue Intersection Improvements: Staff is working with Wiley Wilson in regard to advertising requirements regarding "Willingness to Hold a Public Hearing" on this project. In addition, staff continues to refine the budget and incorporate this project with the next phase (Project 5) of the Downtown Streetscape/Infrastructure Project.
- Street projects (Amherst Avenue and Broad Street): The Notice to Proceed for both projects was issued on October 14<sup>th</sup> with a 120 day construction period (February 13, 2012). The contract is scheduled to mobilize next week. Crawford and Sons is the contractor on these projects.

### **NEW BUSINESS**

Post Office Alley Request: Staff has been in communication with the local Post Master regarding postal carrier complaints regarding sight visibility when pulling out into the alley behind their building. The Post Master requested that the Town place a mirror on the utility pole along the alley. The item was discussed and it was felt that a more pressing issue was the traffic issue at the intersection of the alley and 7<sup>th</sup> Street and the sight distance. It was noted that making the alley "one-way" from 7<sup>th</sup> Street to Washington Street would hopefully prevent the many close calls when motorists are pulling out of the alley onto 7<sup>th</sup> Street. In addition, with traffic only coming one way this could possibly help the postal carriers, although sight distance would still be an issue. It was felt that the mirror issue was not a public issue and should be addressed by the Post Office management.



Facility Issue: Staff stated that with the potential need for office space at Town Hall, a reconfiguration of space at the Public Works facility may be needed. The reconfiguration would create an office for both the Administrative Assistant (currently at Public Works) and the Engineering Technician III (currently housed at Town Hall) and reconfigure the current Administrative Assistant office space and a tool room into an employee Lunch/Break room that would be consumed by the new office space. It was estimated that this project would cost approximately \$20,000. It was decided that this information should be passed along to the Finance Committee as they consider the creation of a new Economic Development Director position for the Town.

Dog waste station: The idea of creating a "pilot project" of providing pet waste stations along Bedford Avenue was discussed. It was proposed that two of these receptacles be placed along Bedford Avenue; one between River Road and Beverly Height and the other at the intersection with Westwood Drive.

Bedford Avenue Truck Traffic: Over the past few years there has been ongoing discussion about truck traffic in residential areas and along routes that contain school facilities. It was thought that the feasibility of creating "Truck Routes" or "No Through Truck Routes" on certain entry routes of town be considered; primarily Bedford Avenue and Lynch Mill Road between Rt. 29 Bypass and Clarion Road.

Trade Lot Agreement: It was discussed that a meeting with the Band Boosters to discuss the existing Trade Lot use agreement may be a good idea.

## **UNFINISHED BUSINESS**

Alley vacation: The public hearing in regard to the alley vacation request between 4<sup>th</sup> and 5<sup>th</sup> Street is scheduled for the Tuesday, December 13, 2011 Town Council meeting.

Streetlight on Windy Ridge: Staff is exploring the costs for relocation of a light on Windy Ridge Road.

Parking layout/Train Station: Staff is looking at the striping of parking spaces at the Chamber of Commerce end of the Train Station.

## **MATTERS FROM COMMITTEE MEMBERS**

None

The next meeting date of the Public Works Committee was scheduled for Monday, January 2, 2012 at 8:00 a.m. in Town Hall. It was noted that this is a town holiday and another date would need to be considered.

The meeting was adjourned at 10:00 a.m.

## Town Council Agenda Form

### **Agenda Placement: Unfinished Business**

(Public Hearings, Special Presentations, Requests & Communications, Consent, Unfinished, New Business, Closed Session)

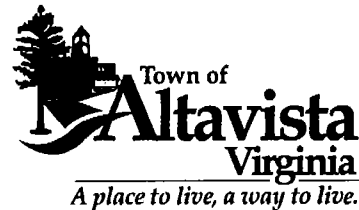
### **Other Action to be Taken: N/A**

(N/A; For Information Only; Forward to Planning Commission; Refer to Staff; or Defer Action)

**Subject Title: Lynch Road Bridge Replacement**

**Presenter(s): Town Manager**

**Meeting Date: 12/13/2011**



**Packet: Tab 8**

**RE: Agenda Item: 10a**

### **SUBJECT HIGHLIGHTS:**

As you are aware, staff has been working towards a resolution for the replacement of the bridge on Lynch Road that was closed in October. Last month, Council gave staff direction as to which of the three alternatives we would pursue in regard to a bid for replacement of the bridge.

On December 7, 2011, staff received and opened bids for the "Proposed Superstructure Replacement on Lynch Road over Lynch Creek" project. Four bids were received and it is staff's concurrence with Schwartz & Associates, Inc. that the Town awards the contract to D.A. Brown, Inc., the low bidder. The funding for this project would be from the State Highway Fund and there are sufficient funds to accommodate this project, therefore no additional action is required.

A copy of the proposed plat and agreement are attached for your review.

**Attachments:** Schwartz & Associates, Inc.; Bid Results; and Engineer's Probable Cost of Construction

### **Action(s) requested or suggested motion(s):**

Review of bids and award of the project to the low bidder, D.A. Brown, Inc. in the amount of \$135,465.28 and provide a 10% contingency for the project.

### **Possible Action and/or Motion**

"I move that the Superstructure Replacement on Lynch Road over Lynch Creek project be awarded to D.A. Brown, Inc. in the amount of \$135,465.28 and include a 10% contingency."

# Schwartz & Associates, Inc. Consulting Engineers

Heritage Business Center  
7331 Timberlake Road, Suite 305  
Lynchburg, Virginia 24502  
(434) 237-6584

MEMBER OF:  
ACEC  
ACI  
AISC  
APWA  
AREA  
ASCE  
NSPE

December 7, 2011

Mr. John Tomlin  
Public Works Director  
Town of Altavista  
510 7<sup>th</sup> Street  
Altavista, VA 24517

RE: Proposed Superstructure Replacement on Lynch Road over Lynch Creek  
Town of Altavista, VA  
Our Commission No. 11060

Dear Mr. Tomlin:

We have evaluated the four (4) bids opened on December 7, 2011 for the "Proposed Superstructure Replacement on Lynch Road over Lynch Creek" project in Altavista, Virginia. It is our recommendation that the Town award the contract to D. A. Brown, Inc., the low bidder on this project. Their bid of \$135,465.28 is the low bid with the second bidder, Haymes Brothers, bidding \$169,924.00. The third bidder, Burleigh Construction Co., bid \$189,366.00 and the fourth bidder, English Construction Co., bid \$248,690.50. The Engineers Estimate for this project is \$160,713.00.

This contractor has sufficient experience with work of this type. We have worked with them on a previous project and they have the experience and equipment to do this work, and we believe they will do a satisfactory job.

If this is acceptable to the Town of Altavista, please advise and we will issue the contractor a Notice of Award and send him a contract to complete and return.

We are returning the original copies of the four (4) bids received for the Town's usage and files.

We look forward to hearing from you.

Sincerely,

SCHWARTZ & ASSOCIATES, INC.

  
R. Wayne Schwartz, P.E.

RWS:res  
Enclosures

Proposed Superstructure Replacement - Lynch Road  
over Lynch Creek - Town of Altavista, VA

BID DATE: December 7, 2011

TIME: 10:00 a.m.

BID RESULTS

	CONTRACTOR	VA. REG. NO.	BID BOND	ADDENDUM RECEIVED	BASE BID	REMARKS
1.	Haynes Brothers	27010105 00A	Y	Y	\$169,924. <sup>00</sup>	
2.	DA Brown, Inc	27050356 38A	Y	Y	\$135,465. <sup>28</sup>	Apparent Low Bid
3.	English Const. Co.	27010008 73A	Y	Y	\$248,690. <sup>50</sup>	
4.	Bwley Const.	27010385 81A	Y	Y	\$189,366. <sup>00</sup>	
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

11/17/11

Comm. No. 11060  
 Lynch Road over Lynch Cr.  
 Town of Altavista

**Engineer's Probable Cost of Construction**

Description	Unit	=	Unit	x	Unit Cost	=	Total
<b>Superstructure</b>							
Concrete Class A3 (Backwall and Wingwall)	6.3		CY		\$ 1,100.00		\$6,930
Furnish Class A3 Concrete (Subfooting)	22.4		CY		\$ 250.00		\$5,600
Porous Backfill	6.7		CY		\$ 65.00		\$435.50
Corrosion Resistant Reinf. Steel (Low Carbon/Chromium)	780		LB		\$ 2.00		\$1,560
Structure Excavation	33.4		CY		\$ 75.00		\$2,505
Repoint Joints	50		LF		\$ 45.00		\$2,250
Dry Riprap Class II	26		TONS		\$ 80.00		\$2,080
Cofferdam	2		EA		\$ 10,000.00		\$20,000
Dewatering Basin	2		EA		\$ 1,200.00		\$2,400
Siltation Control Excavation	21		CY		\$ 10.00		\$210
Silt Fence	70		LF		\$ 5.00		\$350
Mobilization	1		LS		\$ 14,000.00		\$14,000
Construction Surveying	1		LS		\$ 2,500.00		\$2,500
Remove Portion of Existing Structure (Str. No. 0001)	1		LS		\$ 5,000.00		\$5,000
Place Class A3 Concrete (Subfooting)	1		LS		\$ 26,000.00		\$26,000
Maintenance of Traffic	1		LS		\$ 5,000.00		\$5,000
4'-0" x 1'-3" Precast Concrete Slab	5		EA		\$ 6,000.00		\$30,000
Side Mount Guardrail and Anchor	30		LF		\$ 170.00		\$5,100
Asphalt Type SM-9.5D	21		TONS		\$ 250.00		\$5,250
Flexible Pavement Planing (0" to 2")	76		SY		\$ 30.00		\$2,280
Thrie Beam Guardrail (Transition Section)	4		EA		\$ 1,000.00		\$4,000
Alternate Breakaway Cable Terminal, St'd GR-9 (50')	3		EA		\$ 2,900.00		\$8,700
Guardrail, St'd GR-2A	12.5		LF		\$ 60.00		\$750
Rail Guardrail, St'd GR-2	12.5		LF		\$ 25.00		\$312.50
Fixed Object Attachment GR-FOA-1, Type 1	3		EA		\$ 2,500.00		\$7,500

**Summary of Estimate**

**Grand Total = \$160,713.00**

## Town Council Agenda Form

### Agenda Placement: **New Business**

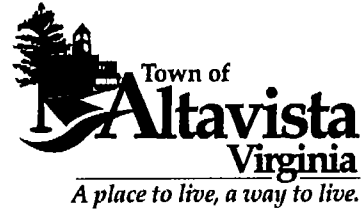
(Public Hearings, Special Presentations, Requests & Communications, Consent, Unfinished, New Business, Closed Session)

### Other Action to be Taken: **N/A**

(N/A; For Information Only; Forward to Planning Commission; Refer to Staff; or Defer Action)

Subject Title: Rotary Club Request – Event/Fundraiser

Presenter(s): Rotary Club Representatives Meeting Date: 12/13/2011



Packet: Tab 9

RE: Agenda Item: 11a

### SUBJECT HIGHLIGHTS:

Representatives of the Altavista Rotary Club will be in attendance to request assistance/permission from the Town in regard to a community event/fundraiser proposed for English Park.

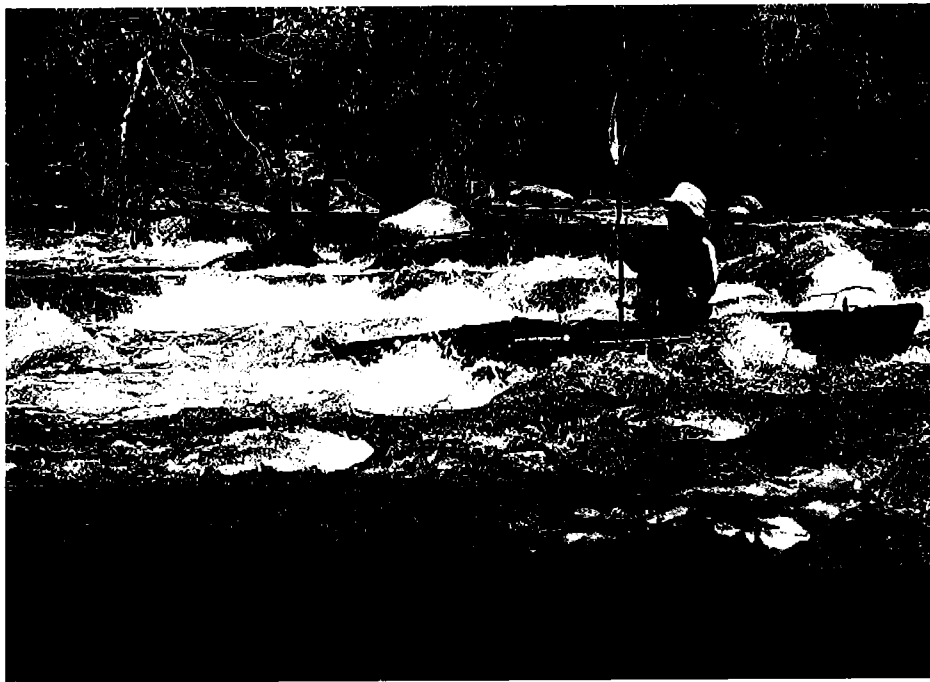
Attachments: Photos of similar events, Narrative of Event, and Questions/Answers regarding event.

### Action(s) requested or suggested motion(s):

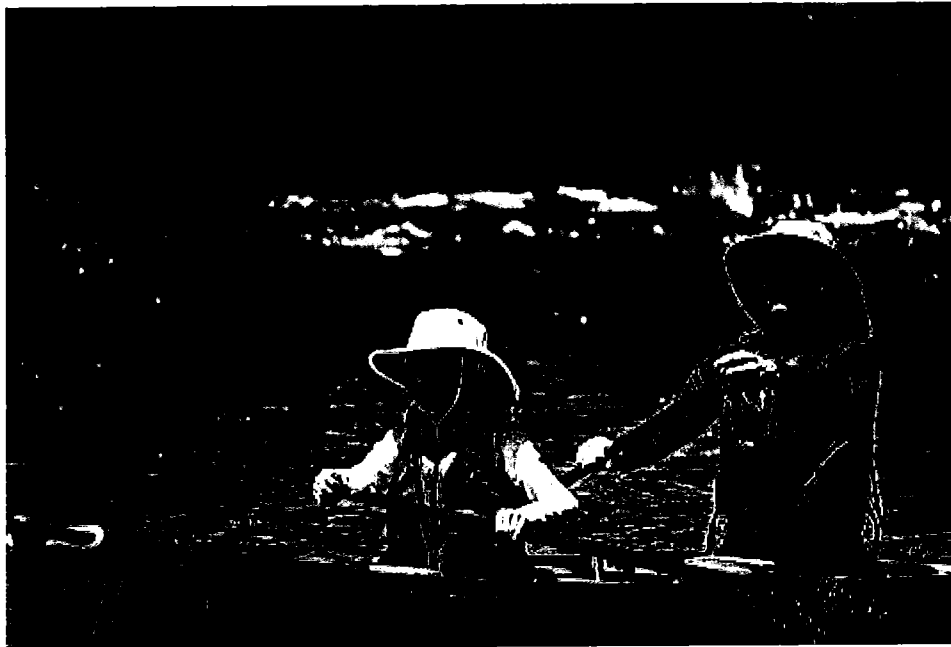
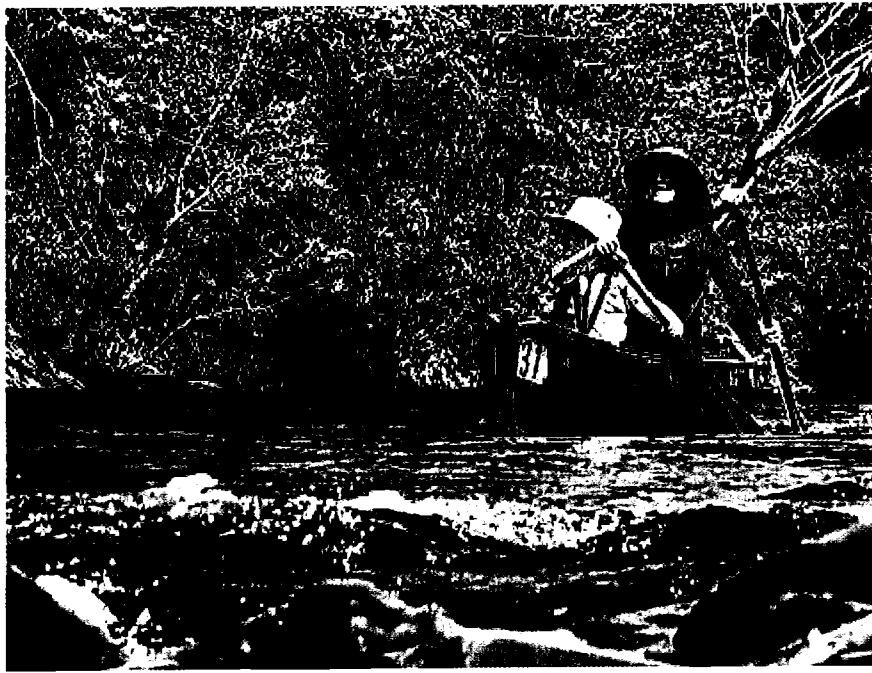
### Possible Action and/or Motion

Per discussion

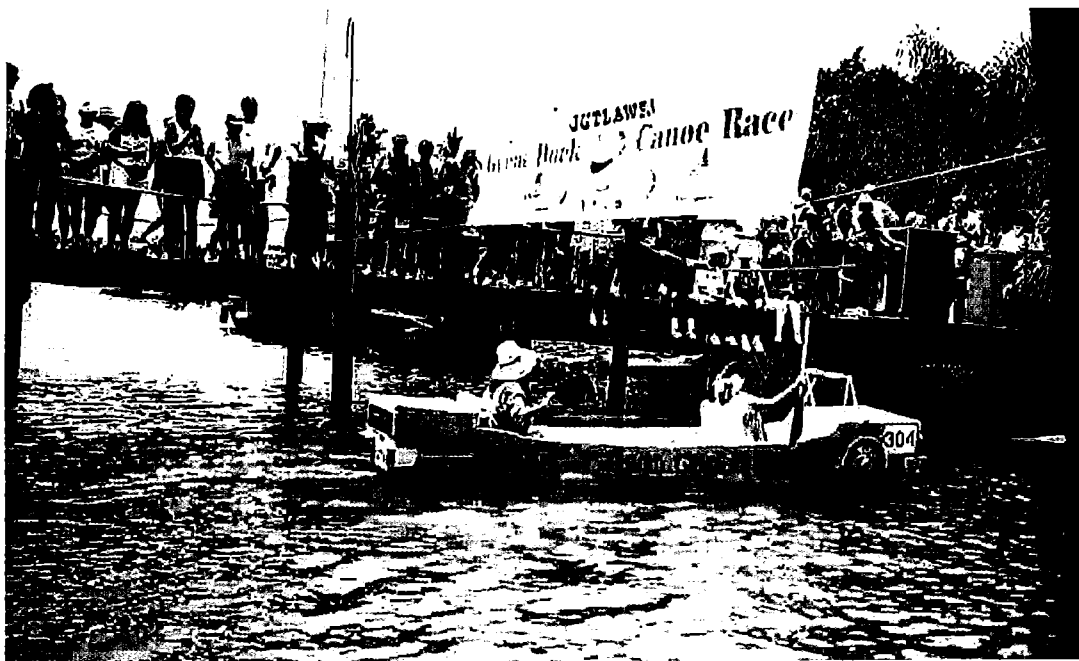
These photos  
are sample  
photos of  
similar events.

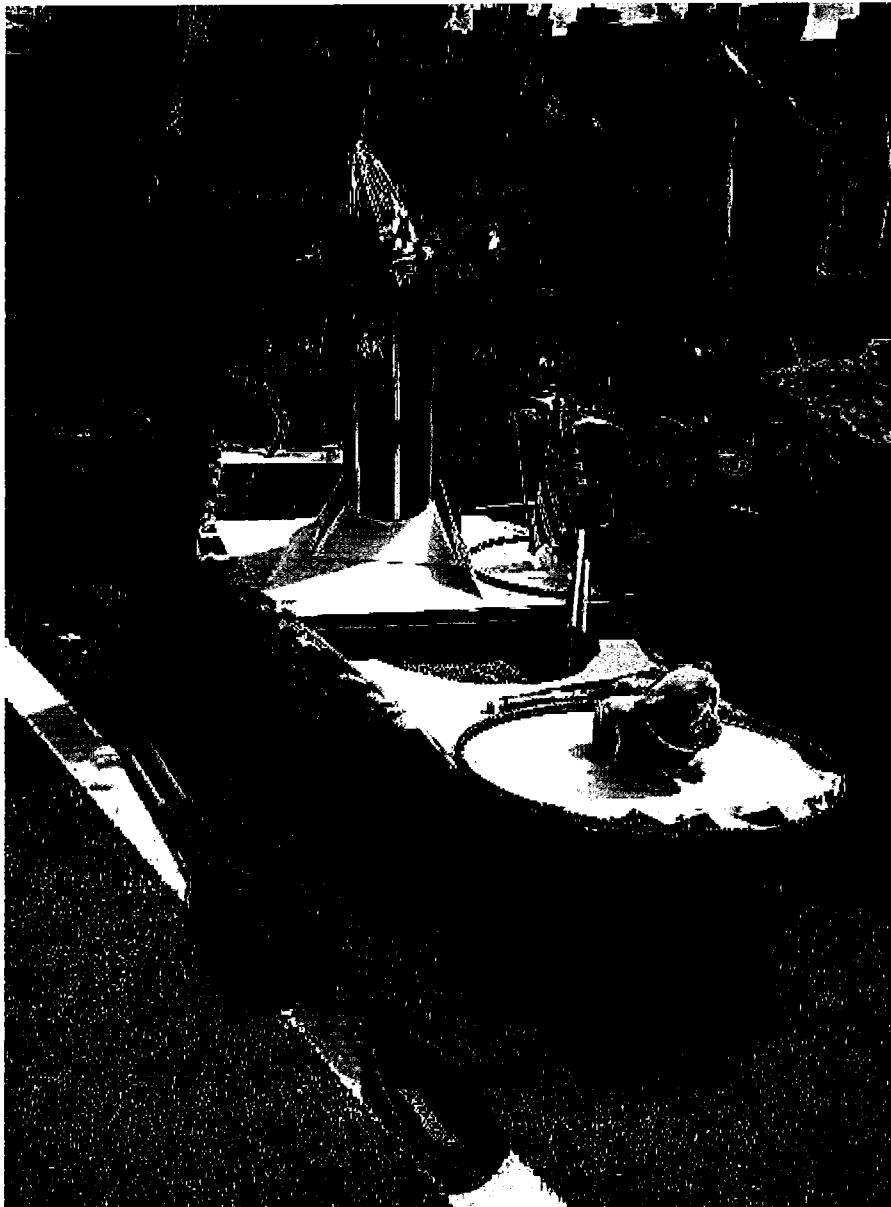


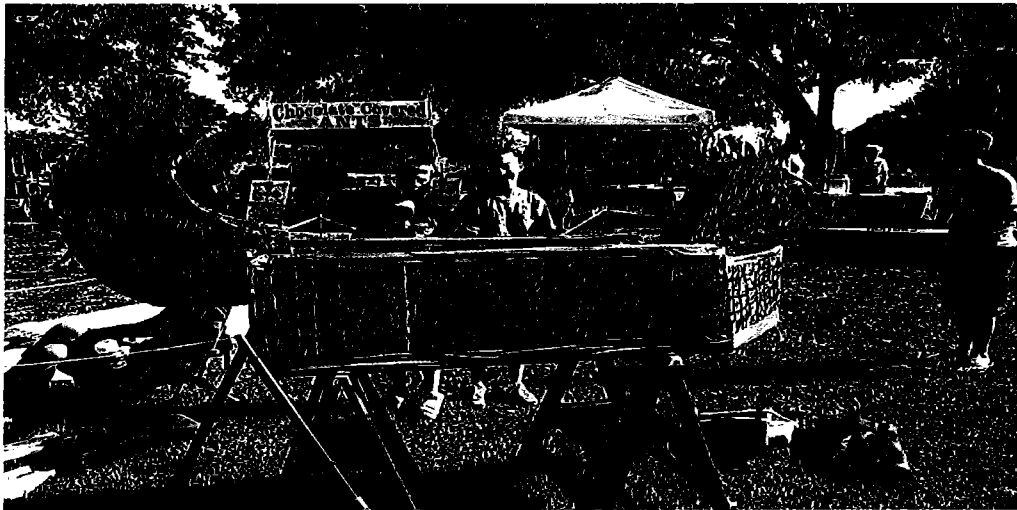


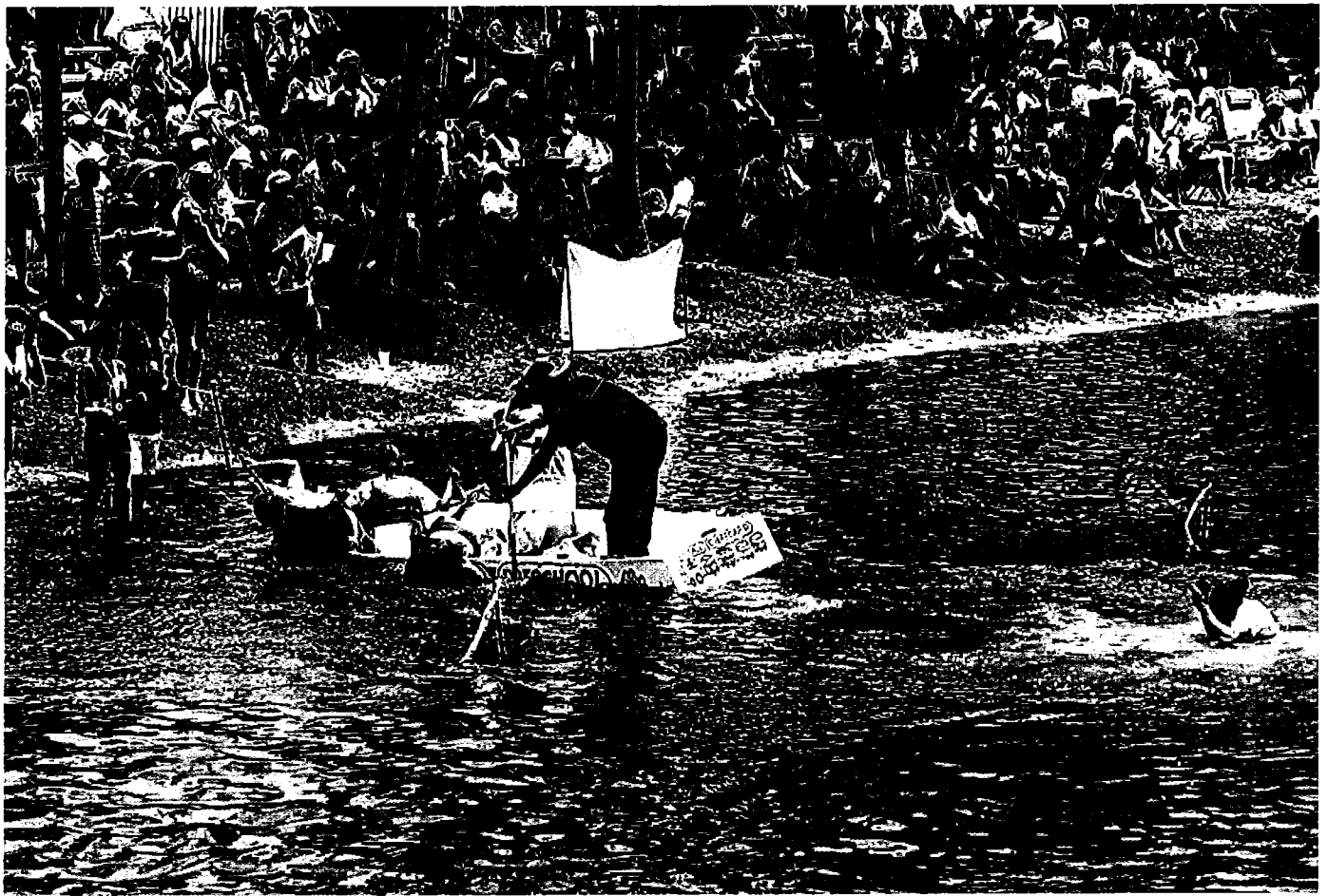












# **The Altavista Rotary Club**

## **Board of Directors**

**Len Rogers, President**  
**Robert Duff, President Elect**  
**Mike Nuckles, Secretary**  
**Charlie Saunders, Treasurer**  
**Steve Farmer**  
**Jon Travis**  
**Waverly Coggsdale**  
**Keith Piper**

## **Members**

**Dan Kauffman**  
**Steven Farmer**  
**Al Smith**  
**El Igne**  
**Jim Wharton**  
**Bob Kauffman**  
**Eric Shenkel**  
**Lucinda Mattox**  
**Clay Hamilton**  
**Sonya Davis**  
**Bill Smith**  
**Nancy Holt**  
**Ronald Coleman**  
**Dale Moore**  
**Randy Cassidy**

The Altavista Rotary Club is requesting permission to use a section of English Park for an event that would take place on the Staunton River, August 4<sup>th</sup>, 2012.

The event would consist of participants in Canoes and Kayaks, competing in races, and an obstacle course. Also, there would be an additional event that would feature a Cardboard Boat race.

For both spectators and those not participating in the races, we will plan to have music, food vendors, inflatables for kids to jump in, a "Swap Shop" for people to sell or trade used equipment, specialty vendors such as Blue Ridge Outdoors, and James River Float Company, and much more

Our hope is that this event will not only serve as a fundraiser for the club's local scholarship fund, but also to provide a fun, enjoyable event that will drive additional traffic into our local businesses on the day of the event.

Our club appointed a committee 4 months ago to look into this potential project. The committee has held numerous meetings to discuss the logistics of holding such an event. To give you a better understanding of our concept and possibly answer some questions you may have about this event, we have listed below some questions that we raised and the responses.

Q: Are there other similar Canoe/kayak events in our area?

A: Yes

**The Nelson Down River Race** in Nelson Co

**<http://www.nelsoncountyva.org/NelDRace/index.htm>**.

and the **Pig River Ramble** in Franklin Co.

**[http://www.visitfranklincountyva.org/bb\\_assets/pdf/2011PiggRiverRambleRegistration\\_002.pdf](http://www.visitfranklincountyva.org/bb_assets/pdf/2011PiggRiverRambleRegistration_002.pdf)**

Q: How long do you anticipate this event lasting?

A: We estimate no more than 5 hours, beginning to end.

Q: How many registered participants do you expect?

A: Our conservative numbers are 40-60 canoe/kayak participants and 10-15 cardboard boats.



Q: The overall crowd size would be?

A: 150-200 people.

Q: Are there other similar Cardboard Boat events in our area?

A: No, but similar events are held with great success. One location in particular is the Cape Coral Cardboard Boat Regatta. <http://www.capecoralregatta.com/>

Q: Will special permits be needed from the Department of VGIF to hold an event on the river?

A: Yes. We have spoken with them and have all the information need should use of English Park be granted.

Q: Will there be an entry fee to participate?

A: Yes. A small participation fee will be required.

Q: Do you plan on having any law enforcement personnel on site during the event?

A: Yes. The Rotary Club will be responsible for the cost of having at least one, off duty, uniform officer on site. Additionally, the Department of VGIF has stated, unofficially, that they may also be present.

Q: Will there be music provided?

Y: Yes. We would like to have a small local band play during the event to create additional atmosphere.

Q: What are your plans for restrooms?

A: The Rotary will provide Porta-Potty's, at their cost.

Q: Will Rotary carry insurance for this event?

A: Yes. It will be covered under the umbrella of Rotary International. Certificates can be provided.

Q: Will there be food and beverages sold?

A: Yes. We plan on working with food vendors and other local civic organizations to provide this.

Q: Are you seeking permission to serve alcohol at the event?

A: We are requesting permission to have both beer and wine available, for sale, to individuals of legal age. Our vision of this is similar to the annual Avoca Wine Festival and the Uncle Billy's Day (UBD) Festival. A small area fenced off as it is

during UBD, as required by the Virginia ABC Board. Our discussions have been centered on using our local winery, Altavista Vineyards, and Budweiser. Many of our club members are also active volunteers with the Wine Festival and the UBD festival, and are fully aware of the importance that having alcohol available requires the highest level of attention given to ensure the safety and overall enjoyment of the participants.

Q: What is needed from the town to help make this event a success?

A: We have several items that we are requesting. Some lowering of underbrush along the designated area for clear sight lines of the river. Electrical power source for vendors and band. Some road barriers and some safety orange fencing for the day of the event. Trash cans.

This is just a small sample of topics discussed thus far. We will be prepared to answer all questions you may have at the Tuesday night meeting.

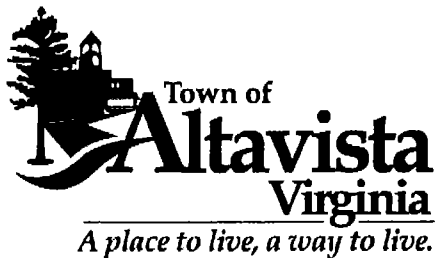
Thank you for your consideration of this event.

Please contact me anytime prior to Tuesdays meeting should you have any questions.

Robert Duff

434-546-7701

altavistasubway@yahoo.com



## **PROJECT UPDATE – For Month of November 2011**

### **VDOT Enhancement Project and Downtown Utility Replacement Project**

- Sewer, Storm and Water are complete.
- Substantial Completion – December 21, 2011
- Final Completion – January 21, 2012
- Crosswalks are scheduled to be installed the week of December 12<sup>th</sup>.
- Weekly meetings with business/property owners have been concluded.

### **Highway Improvement Projects**

- The contractor that was selected for the Amherst Avenue (9<sup>th</sup> to Main) and the Broad Street (9<sup>th</sup> to Railroad) projects has not mobilized on site to date.

### **Pittsylvania Avenue Intersection Improvements**

- Received agreement from VDOT making this a “locally administered project”
- Wiley Wilson has begun the coordination of the design with the Town’s Infrastructure and Streetscape Project design.
- “Willingness to Hold a Public Hearing” ad to go to paper. (VDOT Requirement)

### **WWTP Emergency Overflow Pond**

- PCB Bio-Remediation Alternatives Committee formed by Council in September (Members: Councilors Higginbotham and Edwards, and staff: W. Coggsdale and S. Bond)
- Committee met with Dr. Licht (Ecolotree) to discuss phytoremediation options.
- DEQ has set the endpoint goal at 50 ppm.
- RFP for Remediation Alternatives/Options was put on hold per Council’s direction last month. (Originally approved at the December 2010 Council meeting.)
- Committee members met with DEQ on Wednesday, December 7<sup>th</sup>.

### **Lynch Road Bridge Replacement**

- Contracted with Schwarz, Inc. to engineer the project.
- Applied for a Joint Permit (which could take several months).
- Bid opening for project – award of bid expected at December meeting.

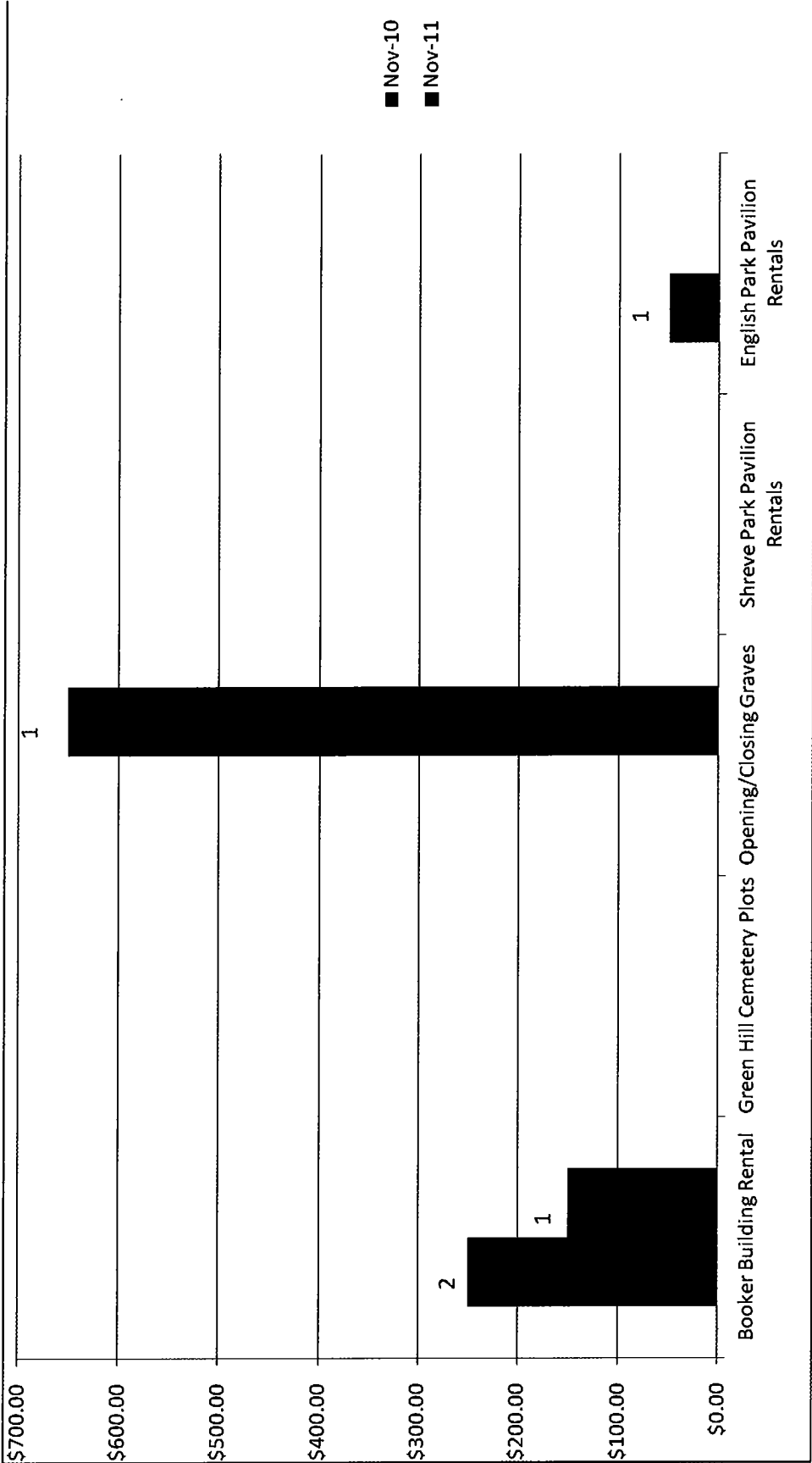
### **Water Asset Management Study**

- ARC/GIS program installed on Public Works computer – Water system maps installed.
- Report has been delivered and staff is working with the consultant to create a Final Draft.

### **Bedford Avenue Park Improvements**

- Town crews are doing some prep work including tree removal.
- Notice to Proceed to Burkhardt’s was issued in mid-November.

ADMINISTRATION (NOVEMBER)



## Monthly Report to Council

**Date:** December 13, 2011  
**To:** Town Council  
**From:** Dan Witt, Assistant Town Manager  
**Re:** November 2011 Monthly Report

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1. **Zoning/Code Related Matters:**

1-Nov	068-11	Kenneth Webber 218 West Road	12'x16' shed in rear yard
1-Nov	069-11	Kevin Taylor 1108 7th Street	10'x20' shed in rear yard
3-Nov	070-11	Irene Thacker 413A Main Street	Mane Street Styles- styling booth
4-Nov	071-11	William Henderson Evington, VA	Replace front porch at 1809 Forest St.
11-Nov	072-11	Donna Hendricks, 519 Broad Street	New sign at this address
10-Nov	073-11	Jarrold Henderson 428 Main Street	New business- Parkview Room for Private parties
15-Nov	074-11	Isaac Monroe 1705 Avondale Dr	8x8 deck at 811 13th Street
23-Nov	075-11	Haven Scott, Hurt VA	Enclose porch and addition at 218 West Road

2. **Site Plans Reviewed and/or Approved:**

- Completed reviews of site survey for Avoca cemetery

3. **Planning Commission (PC) Related:**

- Prepared for and staffed November meeting
- Prepared agenda and packets for December meeting
- Completed SUP application packets and notifications for Andrew Mattox.  
Drafted PC's recommendation to Town Council for Andy's SUP application

4. **AOT Related**

- Attended November monthly board meeting

5. **ACTS Relate**

- Completed September billing for operations
- Validated daily ridership and revenue for bus system- November
- Completed online September monthly reporting to DRPT as required
- Interviewed and started hiring process for new PT driver
- Interviewed by Mark Thomas for Journal article regarding free fares for December
- Attended required DRPT grant training
- CTAV monthly meeting via phone conference

6. **Projects and Administrative Related:**

- Updated GIC as needed

- Certified monthly payroll bank statements.
- Completed final reviews of 2012 Town Calendar and sent to printers
- Worked with Timmons to have the Town's zoning map placed on County's GIS. Working on problems with Dale Woods and County's outdated software
- Completed additional Davis Bacon interviews for TEA 21 Grant requirements
- Completed Census survey
- Completed edits for newly adopted Zoning Ordinance so the document could be codified
- Attended weekly update meetings for streetscape project and monthly progress meeting
- Completed new cell phone contract and distribution of new cell phones
- Received one bid for demolition of the nuisance house at 1102 15<sup>th</sup> Street and seeking second.
- Attended Regional Hazard Mitigation meeting in Lynchburg and provided goal updates for TOA items



## **MONTHLY POLICE REPORT SYNOPSIS**

### **MONTH OF NOVEMBER, 2011**

**CRIME STATISTICS** - November 1, 2011 thru November 30, 2011

#### ***Crimes Against Persons***

For the Month of November, the Town of Altavista Community experienced 5 incidents or a 25.00 % increase of Crimes Against Persons compared to 4 incidents last year during the same time duration.

- 1 Aggravated Assault
- 1 Kidnapping
- 3 Simple Assault

#### ***Property Crimes***

For the Month of November, the Town of Altavista Community experienced 10 incidents or a – 67.74 % decrease of Property Crimes compared to 31 incidents last year during the same time duration.

- 1 Burglary
- 6 Shoplifting
- 1 Theft From Building
- 1 Theft From Motor Vehicle
- 1 All Other Larcenies

**CRIME STATISTICS** - January 1, 2011 thru November 30, 2011 Y.T.D.

Year to date, the Town of Altavista experienced 57 incidents or a -17.39 % reduction of Crimes Against Persons compared to 69 incidents last year during the same time duration.

- 2 Kidnapping
- 1 Forcible Rape
- 3 Sexual Assault with Object
- 3 Forcible Fondling/ Indecent Liberties- Child
- 8 Aggravated Assaults
- 40 Simple Assaults



Year to date, the Town of Altavista experienced 149 incidents or a -23.98 % decrease of Property Crimes compared to 196 incidents last year during the same time duration.

- 9 Burglary/ B& E
- 44 Shoplifting
- 9 Theft from Building
- 3 Theft from Coin Operated Machine
- 20 Theft from Motor Vehicle
- 1 Theft of Motor Vehicle Parts
- 19 All other Larcenies
- 2 Motor Vehicle Theft
- 5 Counterfeiting/ Forgery
- 3 False Pretense
- 3 Credit Card Fraud
- 1 Stolen Property Offense
- 30 Destruction/ Vandalisms

**Major Crimes Statistics** (*Combining Crimes Against Persons & Property Crimes = Major Crimes*)

Month of November 2011, the Town of Altavista Community experienced 15 incidents or -57.1% decrease in Major Crimes compared to 35 incidents last year during the same time duration.

Year to date, the Town of Altavista experienced 206 incidents or a -22.3% decrease in Major Crimes compared to 265 incidents last year during the same time duration.

The above statistics depict "Shopliftings" (from Wal-Mart) and "Simple Assaults" as the most frequent occurrence of criminal activity the Town of Altavista is experiencing.

**CALLS FOR SERVICE** - November 1, 2011 thru November 30, 2011

The Altavista Police Department was dispatched to 336 Calls for Service or a 0.0 % increase compared to 336 C.F.S. last year during the same time duration.





**CALLS FOR SERVICE** - January 1, 2011 thru November 30, 2011- Y. T. D.

The Altavista Police Department was dispatched to 3973 Calls for Service or a 2.9% increase compared to 3856 C. F. S. last year during the same time duration.

**CRIMINAL ARRESTS EXECUTED** - November 1, 2011 thru November 30, 2011

The A.P.D. executed 20 criminal arrests or 0.0% increase compared to 20 criminal arrests last year during the same duration.

**CRIMINAL ARRESTS EXECUTED**- January 1, 2011 thru Nov. 31, 2011- Y. T. D.

The A.P.D. executed 216 criminal arrests or -27% decrease compared to 295 criminal arrests executed last year during the same time duration.

**TRAFFIC CITATIONS ISSUED** - November 1, 2011 thru November 30, 2011

The A.P.D. issued 40 traffic summonses or a 27.5% decrease compared to 29 traffic summonses issued last year during the same time duration.

**TRAFFIC CITATIONS ISSUED** - January 1, 2011 thru November 30, 2011 Y. T. D.

The A.P.D. issued 591 traffic summonses or a 32.1 % increase compared to 401 traffic summonses issued last year during the same time duration.

**OFFICER OF THE MONTH – November, 2011**

For the month of November, Officer James T. Goggins, Jr. has been selected as the Officer of the Month. Officer Goggins led the department in criminal arrests and traffic summonses for the month. He has developed an excellent rapport with the community, and will continue to be an asset to the department and town of Altavista.

**PERSONNEL TRAINING**

Ninety-eight hours of training were afforded to police personnel during the month of November 2011. Blocks of instruction pertained to the following subjects: Citizen Emergency Response Team (C. E. R. T.) Training, Canine Training, Case Law Training, Emergency Operations Training, Instruction Recertification, Motor Carrier Inspection Training, and Tactical Training.



## **INVESTIGATIONS CALL OUT**

Detective Penn was called out on three (3) separate occasions to investigate crimes after normal work hours during the month of November.

## **WHAT'S NEW**

The Police Department is currently planning to partner with the Altavista LifeSaving Crew to host a Christmas Pancake Breakfast at their crew hall on Saturday, 10 December 2011, from 0800-1030. Food baskets will be purchased from proceeds and distributed to Altavista needy families.

Chief Hamilton spoke to the Lion's Club members on 1 December 2011. He discussed the department's proactive measures in partnering with community and crime prevention which have resulted in a significant decrease in crime.

Crimes Against Persons has decreased -17.39% for this year compared to last year during the same time period.

Property Crimes has decreased -23.98% for this year compared to last year during the same time period.

Major Crimes has decreased -22.3% from last year during the same time duration.

Felony Arrests are down due to fewer perpetrators committing felonies in Altavista.

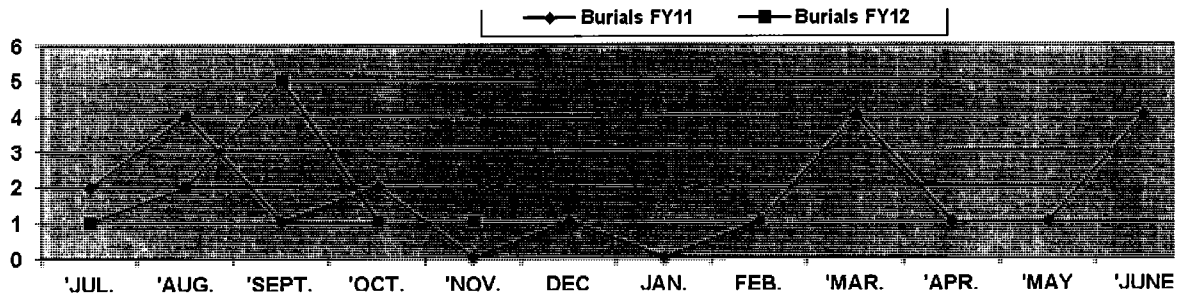
*Information compiled for this report was taken from the Altavista Police Department's Monthly Report.*

# **PUBLIC WORKS DEPARTMENT REPORT FOR NOVEMBER 2011**



## CEMETERY

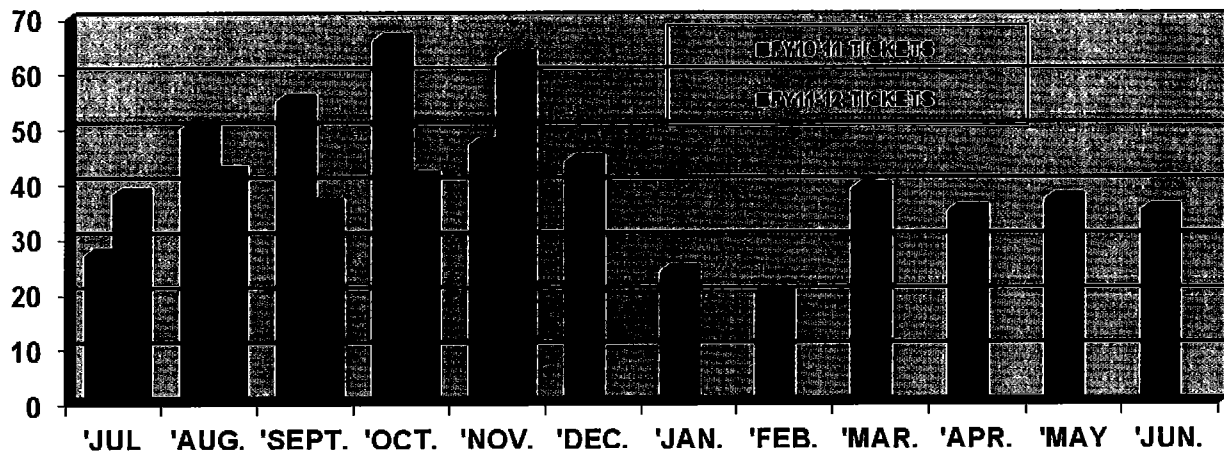
❖ BURIALS: 1



## Buildings & Grounds Maintenance

❖ PARKS: No Park Duty during winter time.

❖ MISS UTILITY TICKETS (63)



## REFUSE & BRUSH & SPECIAL PICKUPS

- ❖ Total solid waste tonnage for the month 84.64 tons.
- ❖ Total brush stops for the month. (67) Stops
- ❖ Total special pickup tonnage for the month 12.48 tons. (97) Stops
- ❖ Total weekend truck tonnage for the month 1.83 tons (3) Trucks

### SEWER & WATER

- ❖ Sewer Maintenance: English Park clearing right of way.
- ❖ Sewer (Video): 915 9<sup>th</sup> St. (217'), 1301 4<sup>th</sup> St. (20')
- ❖ Sewer (Clean): 915 9<sup>th</sup> St. (215')
- ❖ Sewer (Blockage): 1609 Dale Ave.
- ❖ Sewer (Install) Cleanout: 915 9<sup>th</sup> St., 1301 4<sup>th</sup> St.
- ❖ Sewer (Repair): Ultra Violet Tank – WWTP, 1721 Eudora Lane - Cleanout

Total Linear Footage (Video): 237'

Total Linear Footage (Root Cutting): 0'

Total Linear Footage (Clean): 215'

Total Linear Footage (Blockage): 0'

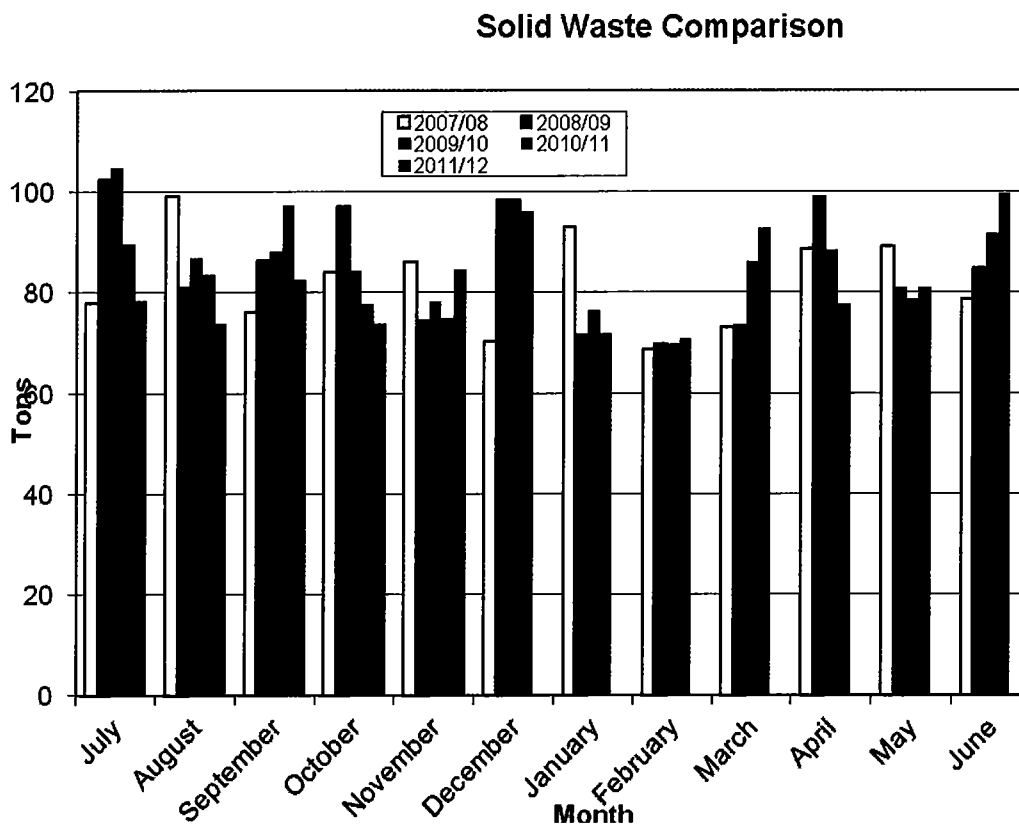
- ❖ Water (Repair): 2084 Shady Lane, 621 Main St., Waste Water Treatment Plant, Pocket Road – Dom. Virginia Power,
- ❖ Water (Install) New Service: Avoca Buildings Sprinkler System / Meter Set 1239 Main St. (Dollar-General)
- ❖ Water (Misc.): 1459 Tardy Mountain Road (Water Leak)
- ❖ Water (Maintenance): 253 Northgate Road (Contractors), 1005 Bedford Ave., Lakewood Dr. (WTP-PRV Vault), Lynch Mill Road and Clarion Road (Locating lines).

### STREET MAINTENANCE

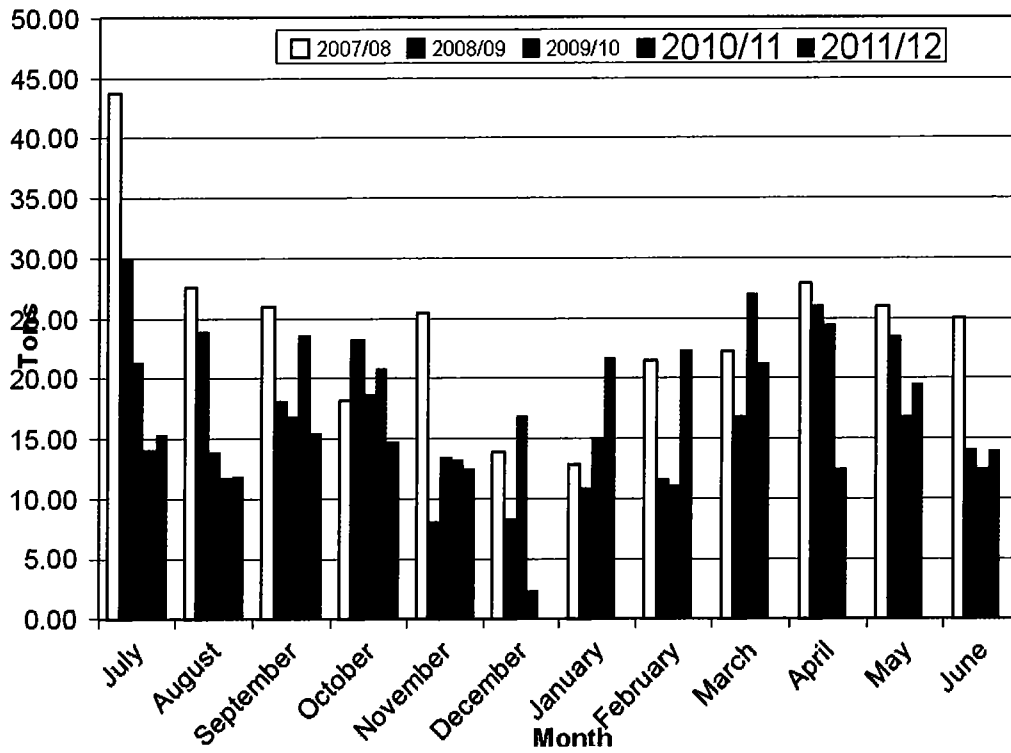
- ❖ Weekly Street Sweeping: Town of Altavista (31) Miles
- ❖ Asphalt Tonnage (3.62) Tons – Park St. & Franklin Ave.
- ❖ Stone Tonnage (2.02) Tons – Park St. & Franklin Ave.
- ❖ Stone Tonnage (37.45) Tons – Main St. Public Parking Lot
- ❖ Concrete Yardage (2.5) Yards – Main St. Public Parking Lot
- ❖ Bags of Litter (20)
- ❖ Leaf Collection Loads (110)

### TRAINING

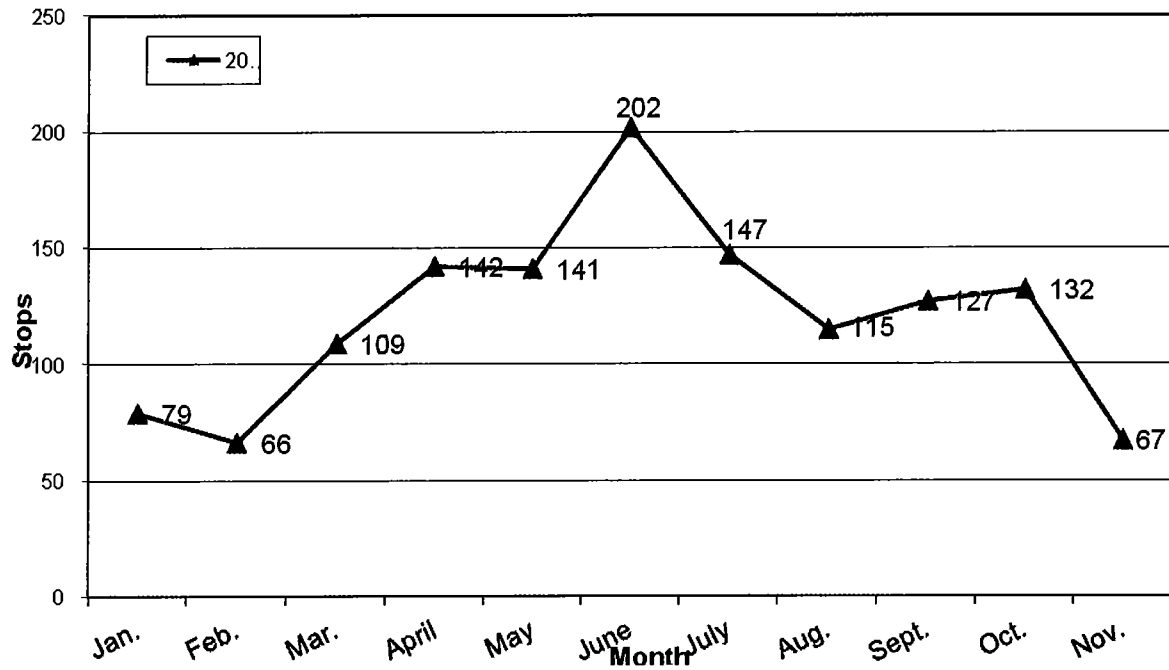
Utilities Crew – Mueller Hydrant Training – Ferguson Enterprises –  
Lynchburg



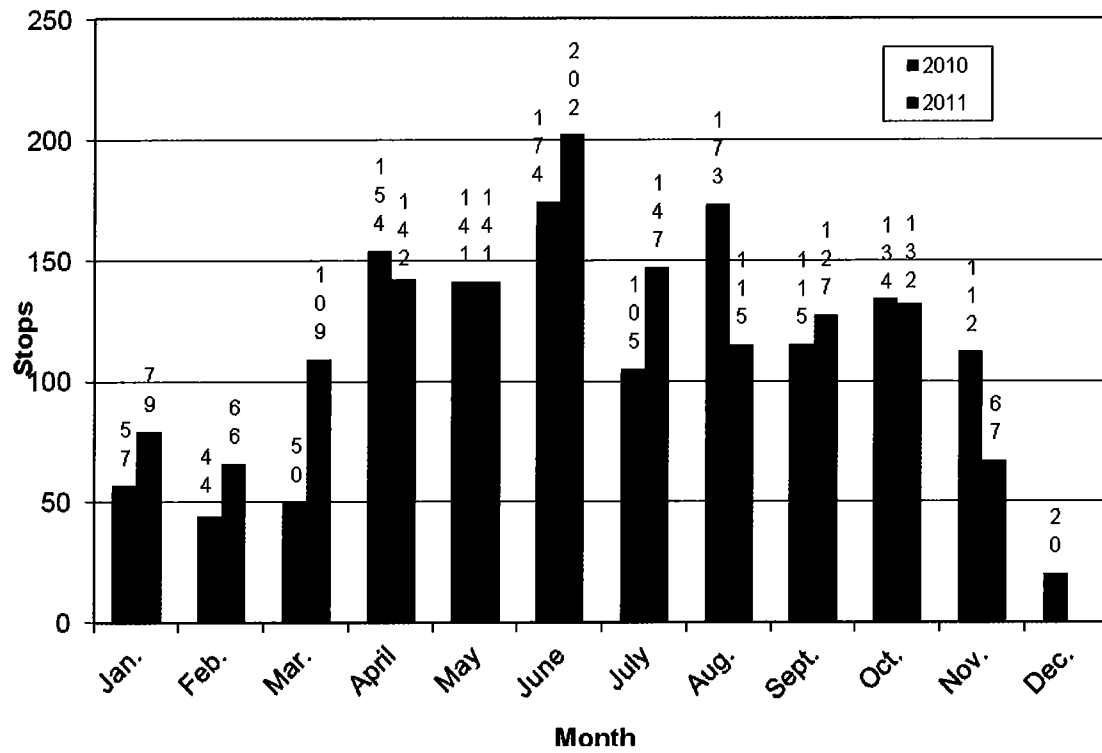
### Special Pick Up Comparisons



### Town of Altavista - Public Works Brush Pick Ups



# Brush Comparison





# Transportation Department Monthly Report

<u>Month</u>	<u>Total # Riders</u>	<u>Average Daily Riders</u>	<u>Total Monthly Miles</u>	<u>Total Monthly Revenue</u>
2010 Dec	139	23	965	0
2011 Jan	391	20	2,961	\$ 232.50
Feb	590	30	3,178	\$ 299.00
Mar	481	21	3,392	\$ 250.00
Apr	495	22	3,109	\$ 240.00
May	551	24	3,085	\$ 269.00
June	1,617 <sup>1</sup>	43 <sup>2</sup>	3,313	\$ 340.50
July	1364	61	3164	\$ 300.00 <sup>3</sup>
August	1499	60	3502	\$ 300.00 <sup>3</sup>
September	1255	55	3301	\$ 300.00 <sup>3</sup>
October	805	34	3631	\$ 401.00
<u>November</u>	<u>849</u>	<u>37</u>	<u>3601</u>	<u>\$ 351.00</u>
Yearly Totals	10,036 <sup>1</sup>	40 <sup>2</sup>	37,202	\$3,283.00

NOTE: The annual estimated revenue for ACTS was \$2,000 with a total ridership of 4,000.

NOTE: The annual estimated revenue for ACTS was \$2,000 with a total ridership of 4,000.

<sup>1</sup>Includes 550 riders for UBD Shuttle Service

<sup>2</sup>Does not include the UBD Shuttle Service Riders in Average Daily Riders figure.

<sup>3</sup>Donation to provide free fares.

# WASTEWATER

## November 2011

### SUMMARY

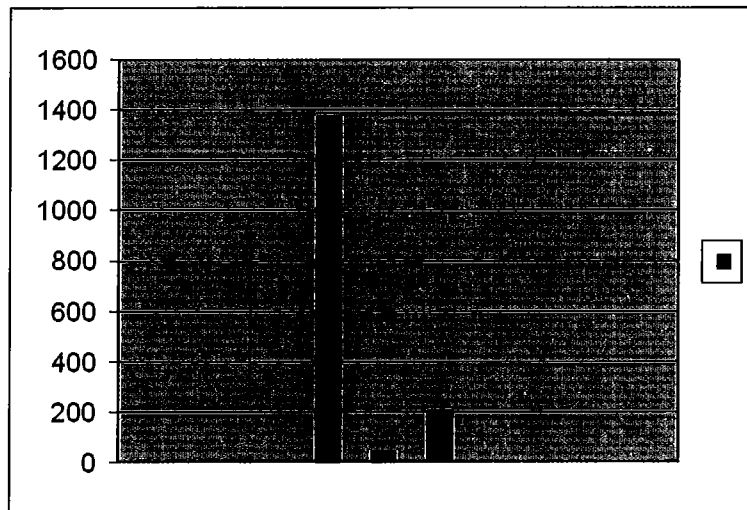
- Repairing Grit Classifier as required by DEQ Inspection
- Replaced Admin. Building HVAC system
- Implemented Corrective Actions required by DCLS for Laboratory analysis
- Repaired Air Compressor for Solids Handling Operations
- Letter to DEQ concerning PCB phytoremediation
- Conducted annual monitoring well sampling
- Repaired level sensor unit on UV system
- UV system repair required approx. 600,000gal to be placed in emergency holding pond
- Conducted annual Industrial Inspections
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance
- 151 wet tons of sludge processed
- Treated 52.31 million gallons of water

# November 2011

**1374      Man Hours Worked**

**44           Sick Leave**

**199        Vacation Hours**



## **Water Department Report**

### **November, 2011**

#### **Water Production:**

Water Plant: **42.9** million gallons of raw water treated.

Water Plant: **33.2** million gallons of finished water delivered.

Mcminnis Spring: **7.4** million gallons of finished water treated.

Mcminnis Spring: average 266,000 gallons per day and run time hours 16 a day.

Reynolds Spring: **6.7** million gallons of finished water treated.

Reynolds Spring: average 223,000 gallons per day and run time hours 13 a day.

#### **Water Purchased:**

Campbell County Utility and Service Authority:

#### **Water Sold:**

Town of Hurt

#### **Water Plant Averages for November, 2011:**

Weekday: **16.0** hrs / day of production

**1,668,000** gallons treated / day

Weekends: **8.0** hrs / day of production

**889,000** gallons treated / day

#### **Special Projects:**

- John Jacobs passed his class 2 water license.
- Replaced packing in Lakewood PRV.
- Painting pipe gallery and 1<sup>st</sup>. floor continues.
- River pump and both out of service due to high wind they were repaired on the 25<sup>th</sup>.

#### **Water Plant**

- Worked on electrical problems at water plant.
- Fuses blown on main feed at Water Plant repair by power company.
- Working on CIP items.